



Forensic Interviewer | Position Opening Wentzville, MO

The mission of The Child Advocacy Center of Northeast Missouri is to deliver excellence in child abuse response, offer a path towards healing, and educate the community. We provide expert forensic interviews, child and family advocacy, and therapy services for children and families when they need it most. We also present school and community-based prevention programs to educate children about appropriate boundaries and empower victims to disclose abuse to safe adults. Join us and help make a difference in children's lives!

Position Description:

This position contributes to the mission of The Child Advocacy Center of Northeast Missouri by providing developmentally and culturally appropriate and legally defensible forensic interviews for children, adolescents and developmentally disabled adults who are victims of sexual abuse, physical abuse or who have witnessed a crime.

Primary Responsibilities

1. Prepare the paperwork and file for the forensic interview.
2. Conduct legally sound and developmentally appropriate forensic interviews for children, adolescents and developmentally disabled adults who are referred to the agency by MDT members.
3. Participate fully in the pre and post interview meetings with the MDT.
4. Accurately prepare two DVD copies of the forensic interview conducted to be released to the proper Law Enforcement agency.
5. Prepare a written report of all forensic interviews and properly disperse these to the investigating MDT.
6. Enter the required forensic interview fields in the client management database.
7. Ensure that forensic interview files are properly stored in the assigned stored location.
8. Respond to subpoenas and testify when requested.
9. Stay up to date with the current research and best practice in the field of forensic interviewing.
10. Participate in agency and regional and state forensic interview peer reviews.
11. Complete monthly billing for the assigned grant.
12. Participate in regular supervision meetings.
13. Attend office and community meetings as well as trainings as requested by supervisor.

Qualifications

Minimum of a bachelor's degree in a human service field, criminal justice or related field; masters' degree preferred. At least two years direct services experience working with children and families. Experience with interviewing children is preferred. Candidate should possess strong oral and written communication skills, must have exceptional organizational skills, have the ability to multitask and have a strong commitment to client services. Candidate must have the ability to work independently as well as part of a larger team within the agency, as well as the multidisciplinary team.

Benefits include: 14 paid holidays, generous PTO, medical/dental/vision insurance, retirement contribution, and more.

Classification: Full-time at 40 hours per week, Non-exempt

Submit resume and letter of interest to humanresources@cacnemo.org

The Child Advocacy Center of Northeast Missouri is an Equal Opportunity Employer

