

## **COMMUNITY AGAINST VIOLENCE**

### **JOB DESCRIPTION**

Rev. 5.25

**JOB TITLE:** NNMCCAC Forensic Interviewer  
**REPORTS TO:** NNMCCAC Program Coordinator  
**HOURS:** 40 Hours week, (flexibility required)  
**BEGINNING SALARY:** \$25-28/Hr. + Benefits, Non-Exempt

#### **CAV is a Drug Free Workplace**

**SCOPE OF POSITION:** The Northern New Mexico Children's Advocacy Center (NNMCAC), is multi-disciplinary program designed to support criminal and child welfare investigations and prosecution of child abuse while minimizing additional trauma to child survivors and their non-offending caregivers. CAV seeks a qualified individual to train for the specialized role of Forensic Interviewer, to perform investigative interviews with children in cases where abuse is alleged or suspected. CAV will provide intensive training to prepare the new hire for the responsibilities of this position: 1) Conducting recorded investigative interviews of children, with live input from law enforcement and social workers, in accordance with Taos County's formal Multi-Disciplinary Team (MDT) Protocol; 2) Coordinating with the members of the MDT directly involved with the individual case; and 3) Supporting and fostering cooperation between service providers, investigators and others to improve service delivery to abused children. 4) Be able to demonstrate Forensic Interviewing skills according to the NCA Standards.

Forensic Interviewer will participate in rotating bi-weekly on call coverage of calls from law enforcement, CYFD and/or Tribal Social Services, which includes nights and weekends. The NNMCCAC serves seven counties and interviewers travel between interview sites in Taos, Colfax, Lincoln, San Miguel, Mora, Guadalup and Rio Arriba Counties.

Specific duties include:

#### Taos Children's Advocacy Center (as per MDT Joint Response Protocol)

- Conduct forensic investigative interviews where abuse is alleged. (Screen for any potential conflict of interest prior to meeting with client.)
- Testify in juvenile, criminal, and civil court proceedings, as necessary.
- Maintain files on all cases where an interview is requested.
- Required to participate in peer reviews conducted quarterly by the New Mexico Children's Alliance.
- Participate in pre-interview staffing with MDT to establish basic understanding of the allegation(s), and the necessary information to be covered during the interview.
- Participate in post-interview with MDT to discuss the next steps that each agency is going to take, including scheduling medical exams, follow-up interviews, and extended interviews.
- Track case data to satisfy NCA reporting requirements with demographic and case outcomes.
- Facilitate case tracking process during monthly MDT meetings.

#### MDT

- Attend MDT meetings or staffing sessions and special staffing sessions as requested.
- Participate in training activities as requested by CAV and MDT.

#### New Mexico Children's Safehouse Network

- Participate in Network training and peer reviews.
- Maintain and submit statistical information as required by the Network.

#### Other

- Flexibility in schedule to accommodate evening hours for special events and activities that may be required for the programs of CAV/CAC.
- Attending all CAV staff meetings, retreats, and applicable staffing as requested.
- Abide by CAV policies and procedures.
- Participate in ongoing professional training and development to maintain high quality of service and keep current in the field, submit documentation of such in a timely manner.
- Engage in situational supervision structure and actively examine how this work impacts you and how you impact the people that you work with as well as co-workers.
- Prepare progress reports as required by CAV/CAC, CAV Board of Directors and funding agencies.
- Responsible for completing all paperwork required by CAV, MDT protocol, or funding agencies.
- Participate in three agency events annually.
- Excellent communication and computer skills.
- Abide by confidentiality statement for this job description as attached.
- Become cross-trained in other areas of CAV/(CAC) support services.
- Other responsibilities as assigned by NNMCCAC Program Coordinator, Clinical Director, and Executive Director.
- Be available to assist in other support services in the office and community as requested by the NNMCCAC Program Coordinator, Clinical Director and Executive Director. Your obligation to appear when subpoenaed on cases you oversee does not end with your employment. You may be called in future legal cases involving cases you participated in even after you leave employment with CAV.

#### **MINIMUM STAFF QUALIFICATIONS**

The ideal candidate is a patient, flexible problem solver who can think on their feet, perform under pressure, and work independently of immediate supervision, and who has:

- Working knowledge of child development through education and/or experience.
- Experience working directly with children and/or teens.
- Training or experience in conflict resolution and collaborating with diverse teams.
- A bachelor's degree in a human service-related field or an equivalent combination of relevant education, training, and experience.

Must pass a background check in accordance with CYFD. Must complete forty (40) hours of Forensic Interviewer training in addition to forty (40) hours of initial training required of all CAV direct-service staff, which may include NMCADV, CSVANW, VOCA, or VAWA, training, as well as ongoing relevant training.

CAV is an Equal Opportunity Employer. This means that all persons are eligible to be employed, promoted, or discharged, without regard to their sex, sexual orientation, race, religion, disability, age, ancestry, serious medical condition, gender identity, or national origin. CAV does not tolerate retaliation against any employee or client who filed grievance, made a complaint, or questioned the handling of a discrimination charge.