



**Position Title:** Forensic Interviewer and Family Advocate  
**Position Status:** Exempt/Salary  
**Reports To:** Executive Director, River Bridge Regional Center

**Position Summary:** This is a dual role position consisting of forensic interviewing and family advocacy for River Bridge Regional Center (RBRC). Forensic interviewing is responsible for providing forensic interviews of children and adolescents ages 2 through 18 as well as vulnerable adults who are alleged to victims or, or eyewitness to abuse and/or violence. Utilizing specialized, developmentally appropriate protocols and techniques the interviewer provides neutral, forensically sound interviews, with the goal of obtaining as complete and accurate information as feasible for investigative parties involved in the case.

The family advocate is responsible for direct services (crisis intervention, support and referrals) to children, parents and families who visit RBRC for forensic interviews, mental health treatment and/or medical exams. The Advocate ensures that children and families are informed of and understand the ongoing events during the investigative and legal process.

Both roles will comply with the requirements of the National Children's Alliance.

#### **Essential Duties and Responsibilities:**

##### **General:**

- While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by the job include close and mid range-vision.
- Ability to maintain confidentiality and professionalism in stressful situations.
- Ability to communicate in inter-agency collaboration.
- Ability to adapt to change in the work environment, able to deal well with frequent changes, delays and/or unexpected events.
- Engages in a process in which victims are treated with fairness, equity, inclusivity respect, and dignity as well as freedom from intimidation, harassment, or abuse.
- Attends training for on-going education and career development.

##### **Forensic Interviewing:**

- Schedules and coordinate forensic interviews of alleged child/adolescent/vulnerable adult abuse victims with multi-disciplinary team members.
- Conducts forensic interviews of alleged victims and witnesses of abuse, as requested, on behalf of the multi-disciplinary team members.
- Participates in case review and provides verbal updates pertaining to interviews.
- Testifies in civil and criminal court proceedings regarding general interview processes and techniques, as well as interviews conducted regarding individual cases as appropriate.
- Remains current on research involving forensic interviewing and abuse investigations.

- Participates in RBRC Local Peer Review
- Participates in state wide and national peer review.
- Attend an initial minimum 40-hour forensic interview training.

**Family Advocate:**

- Assists families in understanding the process and steps that occur during the investigation of the crime. This includes but is not limited to helping the victim and family understand: the forensic interview process, the medical exam, the mental health screener, the role of law enforcement and child protective services, and typical court proceedings.
- Provides families with available community resources and links them to those services when needed. Schedule mental health assessments and medical referrals. Is responsible for creating parent packets.
- Works closely with other victims' services agencies in the community to ensure seamless coverage, transition for clients, and non-duplication of services.
- Provides victim compensation and victims' rights information for all RBRC clients.
- Help families connect with the investigative parties to obtain updates on the state of the investigation/assessment of their case.
- Attends court with clients for support.
- Provides follow-up phone calls for families.
- Participates in victim services group.
- Provides playroom supervision as needed.
- Ensures that all client, referral, forensic interview, victims services is entered into the NCA trak database system in a timely manner.

**Additional Duties may include:**

- Preparing and assisting in organizing trainings and meetings.
- Creating typed materials, scan, and copies.
- Prepares and assists in completing necessary forms and maintaining appointments.
- Other duties as assigned.

**Minimum Requirements:**

- Bachelor's or Associate's Degree in social services or other related field is preferred.
- 3-5 years' experience working in a multi-disciplinary environment with child protective services, law enforcement, and/or other human services related disciplines is required.
- Bilingual in English and Spanish preferred
- Ability to communicate effectively with children, adolescents, and adults regarding sensitive information in both the advocacy and forensic interview settings.
- Academic training or practical experience in and knowledge of developmental stages of children and the dynamics and effect of interfamilial and third party child abuse.
- Familiarity with the multi-disciplinary team response regarding the investigation and prosecution of child abuse cases. As well as characteristics and dynamics of abuse, neglect, victim/offender cycle, substance abuse, trauma, and inter partner violence.
- Proficient in Microsoft Word, Publisher, Excel, and PowerPoint as well as Google gmail, Docs Etc. and Dropbox.
- A wide degree of creativity and latitude is expected.