

**Children's Advocacy Center (CAC)  
Forensic Interviewer & Case Coordinator**  
CAN Council Primary Office: Huron County

<b>Job Purpose</b>	The Forensic Interviewer will conduct in-depth interviews with alleged child victims of sexual and physical abuse as well as those witnessing violence as referred by Children's Protective Services and/or local law enforcement agencies. Conduct interviews following the Michigan Forensic Interviewing Protocol and county protocol as well as utilize techniques and tools that are consistent with standards established by the National Children's Alliance. The Case Coordinator facilitates coordination among the various systems (law enforcement, children's protective services, and prosecutors) to schedule the forensic interviews of suspected child victims in a timely manner. The Case Coordinator oversees case tracking and maintains data on families served. The Case Coordinator shall also assist the Program Director in coordinating the multi-disciplinary team meetings and case review team meetings.
<b>Reports to and evaluated by</b>	CAC Program Director
<b>Requirements</b>	Bachelor's degree in Social Work, a human services field, early childhood development, criminal justice or equivalent degree from an accredited school. Minimum of 3 years' experience working with children in vulnerable populations. Possess a good understanding of child abuse issues and child development experience. A minimum of 40 hours of training in forensic interviewing is required. PAAM Forensic Interviewing training and ongoing training will be provided. Excellent teamwork, interpersonal and communication skills are required. Provide expert testimony as required. No supervisory responsibilities. Travel throughout the entire service area of CAN Council and flexibility to participate in evening/weekend engagements are required.
<b>Exempt Status</b>	Exempt

**Forensic Interviewing Responsibilities**

1. Conduct legally sound, unbiased, developmentally sensitive forensic interviews with suspected child victims of sexual, physical abuse and witness to violence.
2. Conduct forensic interview intake process with MDT.
3. Participate in pre- & post-forensic interview meetings with MDT.
4. Document and record forensic interviews, according to county protocols and organization policies and procedures.
5. Attend multi-disciplinary team meetings and case reviews.
6. Conduct data collection and grant reporting as required by funders.
7. Provide court testimony related to forensic interviews in criminal or civil court cases as subpoenaed.
8. Complete 24-hours of training yearly to keep current on techniques related to forensic interviewing and/or child abuse investigations and keep track of the trainings.
9. Engage in regional peer review at minimum of twice/year and CACmi peer review quarterly.
10. Contribute to building and maintaining a strong relationship with the MDT.

**Case Coordination Responsibilities**

1. Responsible for processing referrals of new cases.
2. Coordinate forensic interviews with members of the multi-disciplinary team.
3. Track cases from CAC referral to final case disposition.
4. Responsible for coordinating monthly case reviews/multi-disciplinary team meetings.

5. Attend multi-disciplinary team meetings.
6. Assist Program Director in facilitating Case Review meetings.
7. Take all CAC Program, MDT meeting, etc. meeting minutes.
8. Assist Program Director in creating and implementing a new-staff orientation curriculum, and a process & presentation for the purpose of educating new Law Enforcement and Children's Protective Service staff.
9. Establishing and building relationships with Law Enforcement, Child Protective Services and other agencies in the community.

**Administration Responsibilities**

1. Identify and take advantage of community outreach/education opportunities.
2. Act in accordance with the policies and directives of the CAN Council Board of Directors.
3. Maintain and upgrade computer skills.
4. Work within the strategic plan and actively participate in monthly reviews of the plan.
5. Participate in community presentations on CAN & CAC as needed.
6. Assist in public awareness activities.
7. Assist CAC Director as needed with administrative needs.
8. Ensure that all needed forms and educational/support materials are updated and easily accessible to staff, maintain MDT/Case Review manual, general office duties, data entry and maintenance.
9. Research topics related to CAN Council and the program service as requested.

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Employee's Signature

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Date

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Supervisor's Signature

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Date