



Forensic Interviewer - Richmond CAC Job Description

General Description

CAC Forensic Interviewers (FI) are responsible for conducting forensic interviews, coordination of scheduling of forensic interviews specific to the Richmond CAC location, development of CAC Forensic Interview Services and ensuring adherence to National Children's Alliance (NCA) Standards. In addition, the Forensic Interviewer is responsible for overseeing NCATrak forensic interview records, conducting ongoing program development and evaluation, providing training for MDT partners and engaging in community networking.

Qualifications

Bachelor's degree in human service or legal field required. Master's Degree preferred. Knowledge of the impact of child abuse, neglect and trauma, multidisciplinary teams, and community resources. Forensic interviewing experience is required and interviewing within a Child Advocacy Center (CAC) is preferred. Excellent verbal and written communication skills. Understanding of trauma-informed practice and diversity, equity and inclusion are required.

Major Responsibilities (40 hours per week)

- ♦ Coordinate, schedule and conduct neutral, developmentally and culturally appropriate forensic interviews of children & adolescents ages 3-18 who are alleged victims of abuse and/or neglect or witness to violence;
- ♦ Coordinate/participate in internal FI Peer Review meetings for individuals that conduct forensic interviews at the CAC; Participate in local, regional and national peer reviews and trainings;
- ♦ Collaborate with investigative partners to avoid duplication of information from the alleged victim and caregiver(s) and provide training on minimal fact gathering and other topics related to child abuse and neglect for MDT partners;
- ♦ Work with the CAC Director to ensure adherence of National Children's Alliance (NCA) standards of practice;
- ♦ Enter and ensure accuracy of forensic interview case data into NCAtrak; collaborate with CAC staff to complete internal program reports, grant reports and NCA reports;
- ♦ Develop, monitor and enhance policies and procedures related to FI Services and conduct ongoing evaluation of FI Services;
- ♦ Collaborate with CAC MDT Facilitators, attend MDT Case Review meetings as appropriate and provide support for MDT orientation;
- ♦ Provide fact and/or expert testimony when requested;

- ♦ Oversee the maintenance of interviewing equipment and ensure the appropriate storage of recordings according to the FI Recording Retention Policy;
- ♦ Promote a child-focused environment and attend to physical and psychological safety within CAC meeting spaces;
- ♦ Participate in community partner initiatives as assigned; and perform other duties and special projects as assigned by the CAC Director and selected within areas of interest.

Salary & Benefits

- ♦ \$60,000 - \$65,000 per year
- ♦ Medical, dental, & life insurance, employee assistance program (EAP), 403b & 403b matching, YMCA corporate membership, paid sick, annual, & wellness leave.

To Apply

Email or fax resume and cover letter to Lisa Wright (lwright@grscan.com / 804-257-7109) by Friday, September 12.

Greater Richmond SCAN is an Equal Opportunity Employer. SCAN does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, or ability.

The GRSCAN Child Advocacy Center is one of five programs of Greater Richmond SCAN.

To learn more about our agency, go to <https://grscan.com/>

About us!

The Greater Richmond SCAN CAC program opened in 2004 and is accredited through the National Children's Alliance. Since opening our doors, GRSCAN CAC Staff have served more than 9,000 children and their families. We operate two centers that are located in the City of Richmond and Henrico County. We provide family advocacy services, forensic interviews, trauma-focused treatment and MDT facilitation.



We have formal Multidisciplinary (MDT) partnerships with the following localities:

City of Richmond, Henrico County, Cumberland County, New Kent County, Charles City County, Prince George County, Goochland County, King William County, City of Petersburg and Hanover County

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