

Forensic Interviewer

Organization Summary

Children's Advocacy Center of Kent County works to assess and support child victims of suspected sexual assault and educate the community to prevent those assaults. Since 1993, the Center has been the primary provider of all services needed to investigate, help children heal from, and prevent child sexual abuse in Kent County. Through a multidisciplinary-team approach, our core staff works with on- and offsite mental health, children's protective services, law enforcement, and medical examiners partners. Our core staff is committed to our clients and our team, ensuring this trauma-rich environment is also a place of hope, selfcare, and collaboration. We seek candidates who reflect the rich diversity of Kent County and join us in our commitment to our clients and our team.

Position Summary

This position conducts evidentiary interviews for alleged child sexual abuse victims at the request of Law Enforcement and/or Children's Protective Services. **This exempt position is full time, 40 hours per week, generally between the hours of 8:30 a.m. and 5:00 p.m., with occasional weekends or evenings on an emergency basis. Work must be completed onsite and in person and is classified as essential work.**

- Conducts forensic interviews per protocol established by Prosecuting Attorneys Association of Michigan, following NCA guidelines and State of Michigan protocols
- Ensures timely and accurate reports for partner agencies and grants
- Participates in peer review opportunities, ensuring consistency and best practices
- Participates in monthly team case meetings and weekly clinical team meetings
- Provides training and presentations on behalf of the Children's Advocacy Center of Kent County to outside agencies as requested
- Responds to subpoenas and provides fact or expert testimony in court as required
- Ability to sit for long periods of time in a typical office environment; light lifting of up to 25 pounds; occasional driving for Center business
- Trauma-rich environment with clients in crisis situations
- Salary range \$49,250-\$56,440; medical, retirement, and life insurance; generous paid sick/vacation time

Required Skills

- Bachelor's degree in a Human Services-related field
- Minimum two years' direct service experience working with children from a variety of backgrounds
- PAAM (Prosecuting Attorneys Association of Michigan) or similar training, with ability to be fully trained in Michigan protocols
- Demonstrated ability to adapt approach and environment to meet the unique needs of interviewee
- Ability to relate to children and adults of all ages, races, ethnicities, and socio-economic backgrounds; professionals across multiple disciplines; and individuals in crisis situations
- Comfortable with technology, including computer for report writing and video recording equipment
- Confidence in being videorecorded during course of work and with frequent peer review
- Strong oral and written communication skills
- Ability to work in a high-stress, trauma-rich environment

Preferred Skills

- Bilingual, Spanish fluency
- Master's degree in a Human Services-related field
- Full, three-day PAAM (Prosecuting Attorneys Association of Michigan) training
- Previous experience testifying in court

Application Process

- **No phone calls please**
- Send cover letter and resume to Rebekah McDowell by email (rmcdowell@cac-kent.org) or USPS (Children's Advocacy Center of Kent County * 2855 Michigan St. NE Grand Rapids MI 49506)
- Interviews begin the week of January 10, 2022