

Forensic Services Supervisor

Supervisory Responsibilities: Forensic Interviewers

Essential Duties and Responsibilities

Leadership: Meets regularly with forensic interview team members to provide supervision and is active participant in regular Team Case, Client Services, and Leadership team meetings. Also responsible for completing annual employee evaluations, with quarterly check-ins as needed.

Program Development: Responsible for staying current on trends and research relative to the field of forensic interviewing. Also responsible for utilizing this information to create and execute programmatic development goals and growth of forensic interview services provided to clients.

Education and Training:

Provides forensic interviewing expertise and training for forensic interview staff, in addition to core CAC staff, on-site partners, and the community. This includes active participation in core agency meetings, in addition to developing and delivering specific trainings and education per request of staff, partners, and community members.

- Oversees and, with President/CEO, ensures continued training of additional staff people in forensic interviewing at all times. Acts as resource for interview team.
- Oversees and participates in peer review opportunities for all forensic interviewers on staff, ensuring consistency and best practices.

Specialized Projects: Plans, manages, and completes specialized projects related to forensic interview services for clients.

Technology: Manages forensic interviewing technology.

Forensic Interviews:

- 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.
- Responds to subpoenas and give fact or expert testimony in court as required.

Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in a Human Services-related field.
- Minimum two years' experience working with children from a variety of backgrounds in direct service capacity.
- Training in full Prosecuting Attorneys Association of Michigan interviewing protocol with minimum one year of forensic interviewing experience.
- 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 and frequently peer reviewed.

Preferred Qualifications:

- Master's degree in a Human Services-related field.
- Bi-lingual fluency in Spanish and English.