The Dickerson Children’s Advocacy Center

Position Description:

Position title: Forensic Interviewer and Therapist

Qualifications: Clinical license is required and forensic interviewing skills are preferred. A master’s degree in social work, counseling or related field, three years of experience in counseling, experience working with child and adult victims of abuse is required. Specialized knowledge of special needs population is preferred.

Position Description: To provide evidence-based counseling (individual and group), forensic interviewing and victim advocacy for survivors of child abuse, to include sexual abuse, physical abuse, neglect, children exposed to domestic violence and other crimes against a child. The goal of this position is to assist child victims, their non-offending caregivers and adult victims in reaching understanding and emotional resolution of issues related to their physical and/or sexual victimization and to provide advocacy and support services throughout the investigation and treatment process.

Job expectations: Provide full range of therapy services including individual and group counseling, forensic interviews, advocacy and support for survivors of sexual assault /child abuse and neglect and their family members.

Therapist Duties:

- Provide crisis intervention for victims and families referred to them by law enforcement or the Department of Social Services (DSS).
- Maintain client files for assigned case load;
- Provide individual counseling to child victims and their non-offending caregivers, utilizing evidence based treatment modalities such as TF-CBT
- Provide individual counseling to adult victims of sexual violence.
- Provide clinical assessments to determine the type of interventions that would be most beneficial for the adolescent/adult.
- Provide group counseling to adolescent/adult victims and their non-offending caregivers as needed.
- Provide a support group for non-offending caregivers on an as needed basis.
- Provide psychoeducation to non-offending caregivers to clarify their roles in the treatment process and increase their ability to be supportive and protective of their children.
- Maintain appropriate and complete files/documentation for all clients in a timely manner. This includes utilizing NCA Trak to input client data.
- Track progress of treatment through the implementation of standardized clinical measurements.
- Maintain client confidentiality according to agency’s policy.
- Observe all protocol established for interaction with community/partner agencies.
- Participate in MDT meetings and provide appropriate updates of cases to members of the MDT.
• Adhere to professional ethical standards and state laws regarding the provision of counseling services.

**Forensic Interview Duties:**
• Conduct initial forensic interview of alleged victim using the Child First protocol assessing for all typologies of child maltreatment. Provide documentation of the outcome of the forensic interview to MDT investigative partners, including recommendations for safety and treatment.
• Administer or ensure the administration of any testing instruments and assessment tools utilized at the Dickerson Children’s Advocacy Center (DCAC).
• Work with medical program to ensure information is shared regarding the client’s assessment and ensure the client/family transition to the medical exam if it is scheduled after the assessment.
• Coordinate the outcome of the assessment process with the appropriate (investigative agencies) service providers (DSS, law enforcement, etc.), including ensuring that all reports are provided in a timely manner.
• Provide written report of the forensic assessment within ten days of the interview.
• Provide any necessary follow-up and consultation with the child, family members, other caregivers and community agencies.
• Makes referrals to other community agencies when appropriate, and ensure that the services to which clients are referred are appropriate for and accessible to the client.
• Coordinate with the Case Manager/Intake Coordinator and Victim Advocate to support client services.
• Testify in court or in depositions on behalf of clients when necessary.
• Attend and be prepared to present at scheduled community case management staffing and scheduled special staffings for clients as necessary.
• Act as liaison between DCAC, Memoranda of Agreement (MOA) partners and other community agencies.

**Victim Advocate Duties:**
• Educate non-offending caregiver(s) about sexual abuse or serious physical abuse and the various systems that may become involved with their family
• Answer any questions related to the investigative process and provide feedback to the assigned DSS worker and/or law enforcement
• Coordinate with other advocates that may be working with the child and family, i.e. Guardian ad Litem
• Maintain contact with the victim and family throughout the investigation and prosecution when requested by the family or the law enforcement officer
• Attend case review and follow through with any recommendations of the team that would require the services of the advocate
• Maintain case records in agency database, NCA Trak
• Assist the family in accessing services recommended by the team
• Attend court proceedings with the child and family if requested by the family or the law enforcement officer assigned to work with the family
• Be available as a witness in court as required
• Act as liaison between DCAC, Memoranda of Agreement (MOA) partners and other community agencies.

Program Improvement:
• Participate in clinical supervision meetings, individual supervision meetings, and departmental meetings as scheduled. Participate in Peer Review.
• Stay current with research, journal articles and presentations on the subject of child maltreatment.
• Integrate new knowledge into delivery of services to clients.

Competency Profile/Core Values Alignment
□ Contribute to an environment of trust and mutual respect
□ Maintain a high level of personal responsibility and ownership
□ Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
□ Demonstrated ability to establish and promote positive professional relationships, and actively contribute to creating a highly cooperative work environment.
□ Desire to continually improve, seek learning opportunities and increase individual and organizational capacity.
□ Ability to take initiative and manage multiple responsibilities with changing priorities and meet deadlines.

Other responsibilities:
• Attend appropriate training workshops and conferences.
• Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of DCAC.
• Meet any other needs as identified by the ED.
• Abide by federal and state confidentiality and privacy requirements, as well as all DCAC Policies and Procedures.
• Abide by and meeting all grant requirements and objectives.

If interested, please contact Zoë E. McDowell, LMSW at zmcdowell@dickersoncac.org with a resume and cover letter.