



**Position Title:** Forensic Interviewer/Community Outreach Coordinator  
**Position Status:** Salaried/Exempt  
**Reports To:** Executive Director

**Position Summary:**

Responsible for forensic interviewing of children and adolescents ages 2 through 18, as well as vulnerable adults, who are alleged to be victims of, or eyewitnesses to, abuse and/or violence. Uses research based interview protocols and techniques in a developmentally appropriate manner to elicit factual information.

Responsible for providing community outreach awareness and education regarding child abuse and the child advocacy center model.

**Essential Responsibilities:**

- While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and mid-range vision.
- Schedules and coordinates forensic interviews of alleged child/adolescent/vulnerable adult abuse victims with multi-disciplinary team members
- Conducts forensic interviews of alleged victims and witnesses of abuse, as requested, on behalf of multi-disciplinary team members
- Maintains and updates files, case lists and statistical tracking
- Participates in case review and provides verbal updates pertaining to interviews conducted for case review information with multi-disciplinary team members
- Testifies in civil and criminal court proceedings regarding general interview processes and techniques, as well as interviews conducted regarding individual cases as appropriate
- Remains current on research involving forensic interviewing and abuse investigations
- Participates in every other month local Program Peer Reviews sessions
- Participates in state wide and national peer review
- Provides leadership, feedback and support to a local team of forensic interviewers
- Consults with members of a multi-disciplinary team as requested or deemed necessary
- Provides community education and awareness about child abuse and the child advocacy center model
- Conducts training on a variety of topics related to child abuse
- Conducts a number of community outreach activities including but not limited to social media, press releases, community surveys, and newsletters

- Coordinate and serve on an Outreach & Awareness committee, comprised of board members and community volunteers
- Provides strategic planning activities in all four counties (Rio Blanco, Pitkin, Garfield, and Eagle)
- Assists in fundraising and donation building activities
- Performs other related duties as assigned.

**Minimum Requirements:**

- Master’s Degree in social services or other related field preferred, Bachelor’s Degree required.
- 3-5 years experience working in a multi-disciplinary environment with Child Protective Services, Law Enforcement, and other human services related disciplines
- Ability to communicate effectively with children and adolescents, ranging in ages 2 through 17, in order to solicit sensitive case information pertaining to abuse and/or witness accounts of abuse
- Academic training or practical experience in and knowledge of developmental stages of children and the dynamics and effects of intra and extra familial child abuse
- Familiarity with and a disposition toward the multi-disciplinary team approach regarding the investigation and prosecution of child abuse cases
- Ability to testify effectively in civil, criminal proceedings and depositions
- Ability to communicate effectively in writing and orally to a variety of individuals and groups
- Experience with public speaking and conducting and leading meetings
- Proficient in Microsoft Word, Publisher, Excel and PowerPoint

**Employee Acknowledgement:**

I have read and understand the duties and responsibilities as outlined in this job description.

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Print Name

Signature

Date