

The Children's Advocacy Center of Cleveland County, Inc.
Equal Opportunity Employer
Position Description

Title: Forensic Interviewer/Abuse Prevention Coordinator

Reports To: Executive Director

Primary Responsibilities: Conduct Forensic Interviews of child victims (ages 3-17) of physical and sexual abuse and coordinate the scheduling and instruction of the CAPS (Child Abuse Prevention Service) program with the Cleveland County Schools.

Additional Responsibilities: Demonstrates, in a professional manner, the ability to work with a diversity of children, families, professionals, and school staff; participates in the implementation of, and the ongoing best practice activities, as they relate to the field of child abuse and the agency's accreditation; seeks and attends trainings to update forensic interview credentials/skills; assist with day to day office tasks as needed.

Qualifications: College degree in education or human services field; no criminal record; never been substantiated as a perpetrator in a child abuse case; experience working with children required; 2-5 years interview or teaching experience preferred.

Skills: Practices confidentiality; excellent communication skills (verbal and written); excellent customer relation skills; good organization and multi-tasking skills; promptness and accountability a must; computer skills a must; must work well with children and adults; team player!

Degree of Travel: Occasionally

Degree of Disruption to Routine: Occasionally

Salary: Commensurate with experience. Position is FT; 37 ½ hours per week.

8-7-19

