



## FORENSIC INTERVIEWER

The Amani Center is growing! As a result, we have a new opening for a Forensic Interviewer.

The Amani Center is a non-profit organization serving Columbia County and dedicated to the intervention and evaluation of child abuse. The Center was established for the purposes of developing and operating a community-based center where child victims of abuse, neglect, and/or witnessing violent crime, could receive a child forensic interview, medical evaluation, and support services in a child-friendly setting. We work collaboratively with law enforcement, medical and mental health providers, and social service agencies through a multidisciplinary team approach. Our agency advocates for social justice while supporting families as they navigate the criminal justice process.

The Forensic Interviewer position is key to fulfilling our mission. This position works as part of the Forensic Assessment Team in conducting child abuse assessments and is responsible for conducting recorded interviews utilizing techniques that follow the Oregon Interviewing Guidelines and are the least traumatic for or children. The Forensic Interviewer gathers history from caregivers and investigators, interviews children, assists in development of post-evaluation recommendations and referrals, and creates detailed reports outlining the assessments. This position also provides court testimony on behalf of children and at times, acts as an Expert Witness. The Forensic Interviewer interacts with community partners and investigators to ensure that they have the information needed to plan for a child's safety.

This position is part-time, hourly non-exempt, with a starting wage of 20.55 per hour or 21.55 per hour (1.00 per hour premium) for Bi-lingual Spanish/English.

### **You are the right person for this position if:**

- You are caring and compassionate. You understand the importance of creating a positive and supportive environment for anyone you interact with. You are able to offer compassionate, trauma-informed support to individuals in crisis who may be experiencing traumatic events, mental health or substance abuse issues.
- You have an eye for detail. You perform your work with a high level of accuracy. You are able to obtain information, ensure documentation is thorough, and writing is professional. Details matter to you.
- You are community-minded. The work we do and the impact it has on the community is important and significant. You're committed to helping make sure the people in our community feel supported during times of great difficulty.

## **Here's what you can expect from our team:**

- Impact- Our work can help save lives and improve the community in which we live. Our entire staff sees this impact every day and works tirelessly to support our mission.
- Self-Care- We are committed to ensuring a supportive environment and work with a deep understanding of vicarious trauma prevention. We have a culture of supporting work-life balance, generous leave time and support individual self-care practices.
- Professional Development- We ensure our staff have abundant opportunities for professional development, including attending conferences and collaborating with State-wide CACs, as well as Regional and National networks.

## **Responsibilities of this position include:**

### **Client Services**

- Receive information from Intake Staff and provide feedback, information and resources to aid the client/family or the intake process.
- Staff cases with the Direct Service team and provide recommendations for client services, trauma informed practices and child growth and development etc.
- Meet with the Family Support staff, Medical Provider and Community partners to review case details and concerns.
- Meet with parents pre and post assessment to gather history information, obtain consents and provide recommendations, guidance and information related to a child's disclosures as appropriate.
- Accompany the child and provide advocacy during the medical exam.

### **Case Management**

- Document services provided and referrals or recommendations in CareNet.
- Document medical exam services and upload reports and assessment forms in the system.
- Review client files to ensure accuracy and complete records post assessment.
- Write thorough reports that are professional and appropriate for legal settings.
- Partner with the Medical Provider to develop recommendations and ensure the recommendations are uploaded and documented in CareNet.
- Provide caregivers and investigators with copies of recommendations in person or through secure e-mail systems.
- Utilize recording equipment and manage digital recordings.
- Provide investigators with any evidence obtained during the forensic interview including drawings or notes the child may provide and ensure these items are documented, scanned and uploaded to CareNet prior to release.
- Communicate with Family Support Services staff regarding any post assessment follow up needs.

## **Minimum Qualifications:**

This position requires one of the following:

- Master's degree in a related field and 2+ years of experience working with children OR
- Bachelor's degree in a related field with 4+ years of experience working with children OR
- A law enforcement officer serving/served in an investigative capacity OR
- A DHS-Child Welfare worker with 2+ years of experience working with children OR
- Any combination of relevant experience.

**Other Requirements:**

- Must be able to complete the Oregon Child Forensic Interviewer Training (OCFIT) within 6 months of employment.
- Able to pass a comprehensive criminal and child welfare background check.
- Proven ability to implement vision, think strategically, critically and innovatively, creatively problem solve, exercise good judgment and lead change.
- Excellent organizational, writing, listening and communication skills.
- Able to perform work independently and as a part of a team.
- Computer skills such as Microsoft Office Suite.
- Able to maintain a high level of confidentiality.
- Able to respond professionally, effectively and in a compassionate manner during high crisis and/or high stress situations.
- Strong relationship skills to establish and maintain effective working relationships with co-workers, the public, community partners, volunteers, courts and other agencies.
- Able to adapt to rapid changes in processes and workflows in response to internal agency changes as well as changes in laws, guidelines and best practices.
- Ability to multitask and manage multiple competing deadlines and projects while responding to urgent needs of staff, clients and community partners.
- Basic understanding of the dynamics of child abuse and domestic/sexual violence as well as be familiar with the criminal justice/court system, mental health and substance abuse dynamics.
- Bilingual language skills in English and Spanish are helpful.
- Database management, and electronic health records (E.H.R.) experience a plus.

**To Apply:**

The Amani Center is a welcoming, supportive, and inclusive work environment full of staff that are strong advocates for children. If your passion is helping others, we encourage you to apply, even if you may not think you are a perfect match.

Please send your resume and a brief cover letter outlining your interest in the job to: [recruitment@cascadeemployers.com](mailto:recruitment@cascadeemployers.com) Cascade Employers is assisting with this recruitment. Review of applicants will begin on **Wednesday, Jan. 24<sup>th</sup>**. Position is open until filled.

*Amani Center is an equal opportunity employer committed to respectful, quality care to children and their non-offending family members from diverse racial, ethnic, religious, and non-traditional family forms.*