



Denver Children's Advocacy Center

JOB DESCRIPTION

Title: Bilingual Forensic Interviewer / Family Advocate

Status: Full time - 40 hours per week (Monday – Friday) / Includes participation in a rotating on-call schedule for evenings and weekends (approximately one week per month)

Reports To: Director of Rapid Response

The mission of Denver Children's Advocacy Center is to prevent abuse, strengthen families and restore childhood. DCAC serves children who have been sexually abused, physically abused, neglected, or traumatized by witnessing violence. Our goal is to ensure that every child in Denver and neighboring counties who has been traumatized by sexual abuse, or by witnessing homicide or domestic violence receives immediate, compassionate and effective investigation, assessment and, if needed, mental health treatment. DCAC is committed to providing services, along with a broad network of community partners, to all communities and populations in Denver. We are committed to the ongoing work of providing quality and culturally-responsive services to children and families of all backgrounds and identities.

General Responsibilities:

It is the responsibility of all DCAC employees to support DCAC's mission and goals, to respect the confidentiality of all who come to us for assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and to dedicate ourselves to inclusivity.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. This is a dual-role position. Time split between each position will vary weekly based on service and team needs.

Forensic Interviewer Job Duties and Responsibilities:

- Conduct neutral fact finding interviews with children ages 2-17 who are involved in child abuse investigations and/or are witnesses to violent crime;
 - Conduct neutral fact finding interviews with adults when referral is appropriate for forensic interview style approach.
- Maintain education and knowledge regarding best practices for conducting forensic interviews in Spanish,
- Collaborate and consult with law enforcement officers, department of human services personnel, district attorney personnel and other multidisciplinary team members to obtain information regarding the developmental and social history of the child prior to the interview;
- Coordinate and conduct recorded interview of the victim with the participation of the multidisciplinary investigative team;
- Conduct follow-up interviews and/or evaluation when appropriate;
- Consult with the investigative team following the interview including Denver District Attorney's Office Investigators when necessary;
- Provide testimony in legal proceedings when required;

- Promote stable and cooperative working relationships between all multidisciplinary team members and community agencies;
- Routinely engage in peer review and supervisory review;
- Other projects as assigned

Family Advocate Job Duties and Responsibilities

- Greets clients and families upon their arrival to the center;
- Provides crisis intervention in person or phone line;
- Provide emotional support to client and family;
- Provides support, orientation and information about DCAC services to child victims of crime and to non-offending family members;
- Provides information to non-offending family members about their rights as victims of crime, including victim compensation assistance and other community resources;
- Ensures services for victims are met through working partnerships with system victim advocates (i.e., Police and District Attorney Victim Advocates);
- Promotes stable and cooperative working relationships between all multidisciplinary team members and partner agencies, to include case review;
- Attends interagency meetings, trainings and workshops pertinent to advocacy services as directed by supervisor;

DCAC Job Duties and Responsibilities

- Assists in maintaining client and DCAC statistics
- Participates in professional development and ongoing training that further the mission of DCAC.
- Contributes to the development of DCAC; recognizes, initiates, and engages in improvement activities including assisting with the accreditation process and maintaining program standards.
- Engages in collaborative meetings/discussions between relevant community agencies.
- Attends meetings in community as assigned by executive director or program director, such as child fatality team, victim compensation trainings, Colorado Organization of Victim Assistance meetings, MDT Case Review, etc.
- Facilitates or participates in DCAC lead meetings, such as staff meetings, team meetings, race and equity education (per NCA standards), vicarious trauma training (per NCA standards), etc.

Knowledge and Experience

- Minimum of one year post degree experience conducting child interviews;
 - Or on the job training to replace this experience (such as CAC internship experience, other child abuse and neglect investigation experience).
- Work experience in child abuse investigations/knowledge of child welfare field;
- Training, knowledge and experience in the following areas:
 - Current best practices for child interviews
 - Basic child development
 - Sexual and physical abuse, neglect, trauma, offender pathology and other pertinent topics
 - Cultural issues related to child abuse/neglect
- Experience working with diverse populations of clients

Qualifications:

- Successful, documented completion of a 32-hour forensic interview training by a nationally recognized organization, or willingness to attend training.
 - DCAC will facilitate training of a forensic interviewer utilizing the Semi-Structured Narrative Process FI training protocol.
- Bachelor's degree in criminal justice, psychology, social work or related field with a minimum of one-year post-degree experience
- Cultural awareness of the needs of diverse populations
- Strong interpersonal, communication and organizational skills
- Willingness to work with a flexible schedule when necessary
- Strong problem solving and solution-oriented skills
- Oral and written Spanish Fluency required for bilingual position. Portion of the candidate interview process will be conducted in Spanish.

Benefits:

Salary based on experience and qualifications (Salary range: \$64,000-\$74,000). Denver Children's Advocacy Center offers an excellent compensation package with full benefits which include medical, dental, and vision insurance, as well as a retirement plan option.

Denver Children's Advocacy Center is an equal opportunity employer and seeks a diverse applicant pool. To apply for this position, please email your resume and cover letter to Hollie Reinhart – HReinhart@Denvercac.org