



Denver Children's Advocacy Center

JOB DESCRIPTION

Title: Forensic Interview Program Director

Status: Full time - 40 hours per week

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, neglected, or traumatized by witnessing violence. We are one of 17 child advocacy centers in Colorado providing friendly, family-supportive services in one central location, or close by. 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 position will act as the primary point of contact with a multi-disciplinary team (MDT) and is responsible for leading a four-person program team that conducts forensic interviews and provides victim advocacy for children and their families. This individual will also conduct and coordinate child abuse forensic interviews with children and adolescents, using research-based, best practice interview techniques.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position.

Program Director Job Duties and Responsibilities:

Program Coordination

- Continually develop, evaluate, and adapt the program under the direction of the Executive Director and within the scope of the mission of DCAC.
- Serve as primary point of contact with members of the MDT (Denver Police Department, Denver District Attorney's Office, Denver Department of Human Services, Denver Health)
- Ensure all activities and operations comply with policies and procedures of the MDT as well as

DCAC's internal policies

- Ensure that program objectives are being met and that children and clients are receiving services that meet standards of the National Children's Alliance
- Promote stable and cooperative working relationships between all multidisciplinary team members and partner agencies
- Represent DCAC at interagency meetings, trainings and workshops pertinent to forensic interview program
- Coordinate and facilitate case review with all members of MDT
- Supervise team of forensic interviewers and victim advocates
- Coordinate schedules of team to ensure that interviewers are available at agreed upon times with MDT
- Ensure that a victim advocate is available to meet with every client and family that comes for an interview
- Coordinate DCAC FI program team meetings
- Ensure FIs and VAs are trained in use of DCAC's client-based database and other relevant case tracking systems
- Maintain communication with the DCAC team regarding program updates, case review, staffing and MDT updates
- Ensure DCAC participation in daily morning case staffing meetings
- Ensures services for victims are met through working partnerships with partner agencies
- Plan, coordinate and conduct trainings for MDT members
- Provide feedback on current partnerships and discussions around continuous improvement for MDT

Administration

- Provide program data to satisfy reporting requirements for board of directors, grant funding sources, etc
- Maintain documentation on trainings and ongoing education of program team members
- Monitor database system entry to ensure documentation compliance
- Assist in grant management functions for awards supporting the forensic interview program
- Assist in new development proposals to support forensic interview program
- Ensure that all program team members stay abreast of current training and latest developments in their respective fields and also attend peer review

Forensic Interviewing

- Conduct neutral fact finding interviews with children ages 2-17 who are involved in child abuse investigations and/or are witnesses to violent crime;
- 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;

Knowledge and Experience

- Minimum of three years post degree experience conducting child interviews;
- Work experience in child abuse investigations;
- 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
 - Colorado Children’s Code, Colorado Criminal Code and the Colorado Revised Statutes for law related to child abuse;
- Experience working with diverse populations of clients

Qualifications:

- Successful, documented completion of a 40 hour forensic interview training by a nationally recognized organization, or willingness to attend training
- Bachelor’s degree in criminal justice, psychology, social work or related field with a minimum of 6 years 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 is a plus

Compensation:

Salary based on experience and qualifications (Salary range: \$80,000-90,000 annually). 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.

Applications will be reviewed on a rolling basis until an applicant is hired. Please send resume and cover letter to humanresources@denvercac.org