



**PALUXY RIVER**  
CHILDREN'S ADVOCACY CENTER

## JOB DESCRIPTION

<b>Position:</b>	Forensic Interviewer/Family Advocate
<b>Supervised by:</b>	Program Director
<b>Department:</b>	Program
<b>Approved by:</b>	Executive Director

The Paluxy River Children's Advocacy Center is seeking a Forensic Interviewer/Family Advocate. Seeking a tenured forensic interview for this position. No Family Advocate experience needed. The salary will be commensurate with the level of experience. This position will be housed at our Granbury location.

**GENERAL RESPONSIBILITIES:** The Forensic Interviewer/Family Advocate works directly with alleged child victims, their non-offending families, Child Protective Investigators, Law Enforcement Officers, and District Attorneys, along with other Multidisciplinary Team (MDT) Members. Must be willing to be trained in the specialized field of forensic interviewing and family advocacy. The FI/FA must also understand the purpose and function of the PRCAC and be knowledgeable of existing policies and procedures.

Typical work hours include Monday - Friday 8:00 a.m. - 5:00 p.m. The FI/FA must be available to work a rotating on-call schedule.

### **POSITION RESPONSIBILITIES:**

- As a Family Advocate, this position works directly with child victims, their non-offending families, Child Protective Investigators, Law Enforcement Officers, District Attorneys, and other MDT members.
- The Family Advocate must ensure coordination of services for the benefit of children and their families including accompaniment to court, providing information, referral and community services and assist with case management.
- Conducts family intakes with the non-offending caregivers to obtain pertinent family information.
- Acts as an advocate for child victims and their non-offending family members by providing support and follow up services including information and referral.
- Assists families with gathering information for completing Crime Victim's Compensation documents and follows up on the completion and filing of such paperwork.
- As a Forensic Interviewer, conduct interviews of alleged victims of child abuse and witnesses of violent crime from the age of two years through seventeen years and possibly adults with intellectual and developmental disabilities.
- Foster an environment that is sensitive to a child's cognitive, emotional, and psychological development, without leading a child in questioning.
- Meet MDT members during case assessment, participate in MDT case review meetings, and coordinate with team members throughout the multidisciplinary, interagency response.
- Assists in identifying client needs and provides recommendations to the MDT.
- Provide court testimony regarding cases.
- Assist in maintaining records of services provided.
- Perform job duties in accordance with professional ethics and organizational policies and procedures.

- Effectively work with others in a team environment and maintain composure in high stress situations.
- Demonstrate professionalism and excellent interpersonal skills with clients, co-workers, and MDT members.
- Participate in regular peer review and supervisory review sessions in which job proficiency is assessed.
- Stay current on forensic interviewing trends and literature and pursue professional development in the field of child abuse.
- Adherence to confidentiality policy
- Maintains knowledge of current research on child abuse.
- Participate in mandatory training required by the PRCAC and CACTX.
- Other duties as assigned by the PRCAC Executive Director or the Program Director.

**QUALIFICATIONS:**

- At minimum, the applicant will have a Bachelor's degree preferably in a social service or criminal justice field or have professional work experience in a child-related field.
- Completed (at minimum) Block I: Practical Application of the Semi Structured Narrative Process
- Minimum one-year experience in nonprofit, volunteer services, or victim advocacy.
- Strong organizational, written, and verbal communication skills.
- Possess tact, good judgment, flexibility, and ability to work with other agencies in a team setting.
- Proficient in Microsoft Office: Word, Excel, Publisher, and Power Point.
- Demonstrated knowledge of child abuse and neglect.
- Ability to understand and abide by the confidentiality requirements and procedures related to working in an environment such as the Children's Advocacy Center.
- Spanish speaking ability (preferred but not required).
- Successfully complete a CPS and criminal history background check.

Email resume to [shelby@paluxyrivercac.org](mailto:shelby@paluxyrivercac.org)