



JOB DESCRIPTION: 04/2024

Job Classification: Direct Service Provider

Program Assignment: Mississippi Valley Child Protection Center (MVCPC)

Position Title: Forensic Interviewer/Community Educator

Job Status: Regular, full-time, non-exempt, salaried

FTE: 1.0 FTE

Job Summary: The Forensic Interviewer/Community Educator's primary responsibility is to conduct forensic interviews (in adherence with established National Children's Alliance (NCA) standards and MVCPC protocol) of referred children, adolescents, and dependent adults regarding alleged sexual and/or severe physical abuse. This position additionally supports work toward the development, planning, and delivery of community education for the MVCPC. Additional responsibilities may be assigned as warranted and required to meet the overall mission and goals of the MVCPC and EveryChild.

Work Site: Mississippi Valley Child Protection Center (1600 Mulberry Avenue, Muscatine, IA) with travel necessary to various community partner sites.

Supervisor: MVCPC Program Director

Essential Duties:

- Conduct Forensic Interviews of children, adolescents and dependent adults alleging serious abuse as referred to MVCPC by Iowa Department of Health and Human Services (HHS) and/or law enforcement.
- Prepare and submit formal reports of interviews for HHS and/or law enforcement.
- Respond to subpoenas and provide court testimony as required.
- Assist within collecting all relevant child and family history, as warranted.
- Maintain case records as appropriate.
- Collect and record service related data as required.
- Actively participate and contribute with the MVCPC Multidisciplinary Team (MDT) regarding case reviews and service provision.
- Work to ensure ongoing adherence to best practice standards with the NCA Child Advocacy Center Accreditation Standards.
- Aid within the planning, and coordination of educational activities for MVCPC.
- Aid within the development of community education materials and serve as a primary point of contact for MVCPC community education activities.
- Fulfill "on-call" status expectations as required and maintain reasonable flexibility within availability.
- Remain up-to-date in regards to training, professional development, and continuing education expectations which are established within the NCA Accreditation Standards, MVCPC policy and procedures, and expectations advanced by management.

General Duties:

- Maintain personnel records (i.e. timesheet, mileage, and expense vouchers).

- Attend all EveryChild staff meetings and MVCPC team meetings
- Assist in general EveryChild planning, public activities, and fundraising as needed
- Participate in internal and external committees, as appropriate.

Qualifications:

- Bachelor's degree in human services, behavioral sciences, criminal justice, or related field required. Master's degree preferred.
- Previous forensic interview training and experience desirable.
- Experience working with child abuse preferred.
- Ability to embrace organizational goals and work in a team-oriented environment.
- Ability to adhere to professional boundaries and confidentiality requirements required.
- Ability to maintain availability within non-traditional hours.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office applications.
- Bilingual a plus, but not required.

Employee Signature

Date

Director Signature

Date