



Position Title: Child Advocacy Center Coordinator

Qualifications: Master's Degree in Social Work, Human Services or related field.

Knowledge of sexual abuse and its impact on children. Knowledge of child development stages and a demonstrated ability to utilize this knowledge to communicate with children. Ability to communicate with a wide range of children from different cultural backgrounds; Significant prior experience working with children; and Knowledge of the criminal justice system, child protection services and court. Certification in a nationally recognized forensic interview protocol, ChildFirst South Carolina preferred.

Reports To: Executive Director

Position Description: The person filling this position will be responsible for interviewing child victims 3 to 17 years old for any type of abuse and/or witness to a crime as part of an investigation at the Child Advocacy Center (CAC). The children will be referred to the center by law enforcement and/or child protective services. The goal of the Center is to interview these children in a supportive manner, in a comfortable environment and to complete a neutral interview as part of an investigation.

This position is responsible for maintaining and coordinating all services provided within the CAC, and ensuring services meet at least minimum standards per the National Children's Alliance. This position also includes facilitating monthly Multi-disciplinary team (MDT) meetings and maintaining relationships between the center and multi-disciplinary partners. The individual must also continue to revise and implement policies and procedures within the center in efforts to maintain quality of services.

Responsibilities Include:

1. Investigative Interviewing:
2. Be certified in the nationally recognized, research based interview protocol, ChildFirst South Carolina. Facilitate Team Staffing Pre-Interview and Post-Interview:
 - a. Pre-interview staffing with multidisciplinary team members including:
 - b. Review intake information and obtain information about child's emotional state, parents response to the investigation, child's living situation, relationship to the perpetrator, and any other pertinent information to the investigation.

- c. Educate team as needed regarding the process and issues.
- d. Meet with non-offending caregiver(s) prior to interview completion in efforts to obtain pertinent information, inform them of the interview process, and complete necessary paperwork.
- e. Post interview staffing with multidisciplinary team members including:
- f. Review results of interview including determination of findings.
- g. Facilitate team collaboration regarding interpretation of interview findings, and
- h. Develop team plan for follow up regarding responsibilities and coordination of additional services provided to the child(ren) and non-offending family members.
- i. Meet with non-offending caregiver(s) with multidisciplinary team members to discuss results of the interview and next steps in the process.

3. Documentation:

- a. Summarize interview findings in a succinct and professional report,
- b. Disseminate written reports and visual recordings of the interview to MDT team members in accordance with data privacy laws, agency policies, and professional ethics, and
- c. Ensure all documentation meets legal requirements and multi-agency need.

4. Forensic Services:

- a. Prepare for court:
- b. Review the videotape,
- c. Review the report,
- d. Review pertinent professional literature, and
- e. Review the tools and methods used during the interview.

5. Testify when ordered by the court:

- a. Reliability,
- b. Trials in juvenile, criminal and family court, Other legal proceedings and
- c. Provide expert testimony, and
- d. Respond to attorney's inquiries, consistent with the CAC's policies.

6. Referral:

- a. Maintain up to date knowledge of related community resources and
- b. Work with the center's Child Advocate to ensure child(ren) and/or non-offending family members are connected with appropriate referrals.

7. Advocacy:

- a. Attend to the need of the child within the forensic process,
- b. Implement and attend to the ChildFirst Doctrine,
- c. Disseminate unique child focused expertise throughout community, state, and national organizations,
- d. Facilitate the system's change to meet the needs of abused children,
- e. Participate in the improvement of the community child serving agencies capacities to protect children, and
- f. Improve collaboration between relevant community agencies.

8. Professional Development-

- a. Maintain expert status and attend to professional growth and self care,
- b. Attend conferences, as assigned by Executive Director,
- c. Stay up to date on professional literature, and
- d. Participant in the state-wide peer review program for forensic interviewers in efforts to expand professionally.

This is a 37.5-hour/week position

Deadline for submission is 5:00 pm September 23, 2016

Please submit cover letter and resume in PDF format to

staff@safepassagesc.org

Safe Passage is an EOE. No phone calls please.