

## **Hope Haven Children's Advocacy Center Part-Time Forensic Interviewer Vacancy**

**Posted June 17<sup>th</sup>**

Hope Haven is a Children's Advocacy Center serving the Mississippi Gulf Coast since 1991. Hope Haven plays a significant role during the investigation of child sexual and physical abuse cases coordinating work with the District Attorney's office, Child Protective Services and Law Enforcement. We provide direct, no cost services to victims of severe trauma and abuse for as long as needed. Hope Haven offers an outstanding, supportive work environment and is a fully Accredited member of the National Children's Alliance.

Hope Haven has an immediate vacancy for a part time Forensic Interviewer. This position will support the Hancock and Pearl River County Multidisciplinary Teams up to 20 hours a week (and possibly more during certain weeks) depending on the number of forensic interviews scheduled and the fulltime Forensic Interviewer's schedule. All work for this position will be conducted onsite at the Hope Haven CAC in Waveland, MS. This is a critical position. Work will occur within normal work hours on weekdays (8:00 AM to 4:30 PM except in the rare case of an emergency). Schedule has potential for flexibility.

The Forensic Interviewer is responsible for interviewing suspected child, adolescent, or vulnerable adult victims of sexual and/or felony physical abuse or severe neglect to obtain a statement from the victim in an unbiased and fact-finding manner that is legally defensible in court should the case ever be referred for prosecution of the perpetrator. The Forensic Interviewer may also interview witnesses to a violent crime. All interviews are conducted in the child friendly environment of Hope Haven while being recorded and observed by members of the local Multidisciplinary Team most notably Law Enforcement, Child Protective Services, and representatives of the Hancock County District Attorney's office. The Forensic Interviewer will work closely with the Multidisciplinary Team to ensure the safety of the child, while giving each member access to the information that is needed to fulfill their professional roles and needs.

### **Responsibilities**

- Conduct Forensic Interviews of child, adolescent, or vulnerable adult victims.
- Receive, review and timely initiate referrals from partner agencies (Law Enforcement and/or Child Protective Services) and other sources
- Meet with MDT members after each forensic interview to discuss the interview outcome and make the appropriate recommendations
- Attend and at times facilitate regularly scheduled monthly Multidisciplinary Team meetings
- Provide written reports of interviews to the proper investigative agencies within required time frames
- Provide expert testimony in court when subpoenaed by prosecution or defense
- Maintain the highest level of confidentiality regarding information related to the child victim, their family, the non-offending caregiver, and the alleged perpetrator

- Timely data entry of required case information and statistics into the CAC's data tracking system
- Participate as required throughout the year in peer review trainings coordinated by the Children's Advocacy Centers of Mississippi. Some trainings will require overnight travel.
- Regularly attend trainings and educational seminars, as approved by the Executive Director
- Assist with fundraising activities and community events as determined by the Executive Director
- Conduct all activities in accordance with the highest ethical standards and professionalism
- Adhere to the mission and policies as outlined in the Hope Haven Employee Handbook
- Perform other duties as assigned by the Executive Director

### **Qualifications**

- Minimum of Bachelor's degree in Human Services, Psychology, Social Work, Criminal Justice, or other human services related field strongly preferred
- Successful Completion of the National Children's Alliance required 40 hours of Child First Forensic Interviewing Training is preferred but candidates hired who do not hold this certification will be sent to this training by Hope Haven. This will likely require overnight travel with mileage and lodging paid for by Hope Haven for 1 week.
- Able to demonstrate discretion and compassion in handling sensitive issues
- Demonstrate the ability to work professionally with children and parents/caregivers and community partners
- Excellent written, verbal, problem solving, and organizational skills
- Working knowledge of Excel, and Power Point is preferred and proficiency in the use of Word is mandatory.
- Willingness to work a flexible schedule when necessary
- Ability to pass drug screen and background check
- Strong writing skills

### **Salary**

Starting salary for this part-time position is \$17.50 per hour.

The weekly schedule for the selected candidate is extremely flexible and negotiable.

If you have any questions about the responsibilities of the position please call John James, Executive Director at (228) 466-6395 or email at [jjames@hopehavencac.org](mailto:jjames@hopehavencac.org)

**THIS POSTING WILL END ON FRIDAY JULY 15TH**

