|  |  |
| --- | --- |
| **Position:** | **Forensic Interviewer/Multidisciplinary Team Facilitator** |
| **Reports To:**  | **Clinical Supervisor of Forensic Interview Program**  |
| **Schedule:** | **Full Time** |
| **Job Summary:**The Forensic Interviewer/MDT Facilitator of Southwest Mississippi Children’s Advocacy Center (SWMSCAC) is responsible for conducting forensic interviews of child victims, crisis intervention and case management services for child victims of abuse and their non-offending caregivers. The Forensic Interviewer/MDT Facilitator is also responsible for facilitating the multidisciplinary team response to investigations involving child abuse allegations in the respective jurisdictions in which SWMSCAC serves. The multidisciplinary team is comprised of those individuals responsible for investigating, prosecuting, and servicing child abuse victims and their non-offending caregivers. This team works together to coordinate efforts on all such cases in order to reduce the trauma for the child and family having to navigate through all the various systems.  |

**Duties and Responsibilities:**

PRIMARY JOB WILL BE TO CONDUCT FORENSIC INTERVIEWS. DEPENDING ON CASE LOAD THIS POSITION WILL BE CROSS TRAINED FOR MDT FACILITATION.

The Forensic Interviewer is responsible for, but not limited to the following duties:

* Conduct Forensic Interviews using the ChildFirst Mississippi Forensic Interview protocol.
* The Forensic Interviewer will work closely with the Multidisciplinary Team while evaluating children in order to ensure the safety of the child, while giving each member access to the information that is needed to fulfill their professional role and to ensure that their informational needs are met.
* Meet with MDT members after the forensic interviews to discuss the interview outcome in order for the MDT members to make the appropriate recommendations.
* Communicate and provide written reports of Interviews to the proper investigative agencies within a timely manner.
* Provide fact and/or expert witness testimony in court when requested.
* Meet and communicate with multidisciplinary team to discuss referrals needed; maintain current records on each child.
* Participate in multidisciplinary team meetings; communicating and acting as a liaison with partner agencies in a timely manner.
* Participate in case staffing meetings.
* Assist in providing public presentations at schools, community centers, and other public forums that focus on identification of crime victims, as assigned. Providing and/or referring presentation attendees who are identified as victims needed support services.
* Input of case statistics into data tracking system.
* Attending all training as directed by the Executive Director.
* Any other duties assigned by the Executive Director.

Multidisciplinary Team Facilitator:

* Ensure that all cases that meet or *may* meet the protocol for case review are appropriately staffed during case review meetings, maintaining, creating, and updating case review agendas for counties assigned.
* Schedule, notify and facilitate MDT meetings for assigned counties – facilitate discussions that invite active participation from ALL partner agencies.
* Facilitation of participatory discussion during MDT Case Review Meetings.

MDT Facilitator Efforts:

* Maintain an understanding of all partner agency discipline areas of authority, roles on MDT, unique cultures, etc.
* Maintain current knowledge of partner agency personnel assigned to CAC/MDT investigations, including changes to partner agency assignments impacting the CAC and MDT
* Establish and maintain open communication and healthy relationships with all partner agency representatives
* Establish and maintain open communication and healthy relationships with CAC forensic interviewers, family advocates, and the MDT Coordinator
* Partner agency relationship cultivation
* MDT conflict mediation and resolution
* Gain an understanding of group dynamic and group decision making strategies in order to influence the work with MDT members

**Qualifications Required:**

* Master’s degree in psychology, social work, related field or equivalent experience **(required)**
* Licensure in the State of Mississippi or eligibility to obtain a license.(if License is eligible)
* Advanced knowledge of child abuse dynamics and child development.
* After Hire: Complete the 40-hour ChildFirst Mississippi Forensic Interview Training and Peer Review (minimum of 3)
* Demonstrate discretion, maturity, integrity and compassion in handling sensitive issues
* Strong written, communication and verbal skills
* Communicate effectively with persons from all components of the community
* Exceptional problem solving and organizations skills
* Willingness to work with a flexible schedule when necessary
* Valid Driver’s License
* Proof of Automobile Insurance
* Background Check with fingerprinting
* Drug Test