

SAFEchild Advocacy Center Child Abuse Evaluation Specialist 40 Hours

SAFEchild staff supports the agency's mission and programs and maintains the highest standards of honesty and professional ethics. Employees are expected to engage courteously with agency clients, supporters and community partners and to work harmoniously with staff members and volunteers. Unless otherwise directed by the Executive Director, all information about agency clients or programs shall be held in the strictest confidence.

In addition to the above responsibilities, employees must perform the duties specified in their position description and any additional duties assigned by the Executive Director and must adhere to the policies enumerated in the Personnel Manual.

REPORTS TO: SAFEchild Executive Director
SAFEchild Advocacy Center Program Coordinator

REQUIRED QUALIFICATIONS:

1. Degree in Social Work, Counseling, Criminal Justice, or a related field
2. Training and experience in forensic interviewing
3. No criminal record.

DESIRED QUALIFICATIONS:

1. Strong clinical, advocacy, human relations, organizational and leadership skills
2. Excellent oral and written communication skills
3. Experience in child maltreatment, crisis intervention, child development, forensic interviewing, the criminal justice system, medical, social work or related areas
4. Knowledge of community resources and how to access services
5. Demonstrated ability to successfully collaborate with partnering agencies
6. Independent worker who takes initiative

Duties and Responsibilities of the Position:

Duties and responsibilities include, but may not be limited, to the following:

- Interview the investigating professionals regarding the allegations of abuse.
- Conduct evaluations with alleged child victims of sexual abuse and physical abuse and ensure that the evaluation is recorded.
- Interview the child's caregiver(s) regarding the allegations, the child's development and behavior, and the family's psychosocial history.
- Debrief the caregiver, when appropriate, regarding the child's evaluation and provide recommendations that would benefit the child and family.
- Collaborate with SAFEchild Advocacy Center Medical Team and Child Protective Services to determine what services might be needed.
- Maintain strict standards of confidentiality.
- Document the child's evaluation, interviews with professionals and caregivers, and recommendations.
- Provide information, including a copy of the CME report and the DVD recording, to the District Attorney's office and to child protective service workers and/or law enforcement officers who are assigned to investigate the abuse of the victim child.
- Attend multidisciplinary team case review meetings and provide information that supports thoughtful decisions in developing the child's individual service plan to reduce risk of present or future harm to the child victim.
- Be available as a witness in court when subpoenaed.

- Participate in peer review and trainings that comply with standards of accreditation.
- Assist with data entry related to cases as needed.

Additional Services

- Assist in the continual care and cleaning of the entire facility and help assure that the facility has needed supplies and materials.
- Assure a professional, safe, comfortable, non-threatening environment at the SAC.
- Fill in for other staff when needed.
- Any other responsibilities designated by SAFEchild's Executive Director and the SAFEchild Advocacy Center Program Coordinator.