

## **Forensic Interviewer**

### **Definition:**

Under direction, conducts effective and legally defensible interviews with victims of and witnesses to sexual and/or physical abuse; testifies in court and/or other legal proceedings, as needed; serves on a multi-disciplinary sexual/physical assault response team; and performs related duties as assigned.

Incumbents are responsible for interviewing children who are suspected and/or confirmed victims of sexual and/or physical abuse, as well as witnesses of abuse or violence. An incumbent may be required to work as a member of a multi-disciplinary team, which may include law enforcement, victim advocates, caseworkers, prosecutors, medical personnel, and mental health personnel.

### **Essential Functions:**

- Interviews witnesses of abuse and/or violence against children; completes accurate, timely documentation following interviews.
- Testifies in court or other legal proceedings related to interviews.
- Attends trainings related to child forensic interviews, or other related functions, as assigned.
- Facilitates case review meetings with members of the multi-disciplinary team.
- Collaborates with governmental agencies, other departments and community organizations to provide information, outreach, and advocacy for services.
- May serve as a member of a multi-disciplinary sexual assault response team with responsibility for interviewing and assisting children who are suspected victims of sexual and/or physical abuse.
- Assists with training program related to crimes against children.
- Write reports, perform statistical analysis, and conduct research.
- May be assigned to research and respond to grant opportunities, including but not limited to grant writing and tracking.
- Performs other related duties as required.

### **Employment Standards:**

A Bachelor's degree from an accredited college or university in psychology, sociology, social work, human services, criminal justice, or a related field

AND

Eighteen (18) months of experience in a social services, child development, criminal justice, behavioral health or related field that includes working with children.

Successful completion of a state based or national forensic interview training protocol within one year of employment.

Experience working with child victims is preferred.

**Possession of a valid California Driver's License is required upon appointment.**

**Knowledge of:** Effective interviewing techniques, especially with children. Effective documentation techniques. Multi-disciplinary team approach to the investigation, intervention, and prosecution of child abuse cases. Dynamics of child abuse and child development stages. Impact of physical and/or sexual abuse on child victims and their family members. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to rules of evidence and criminal investigations.

**Ability to:** Interview and obtain information from witnesses, victims, and others. Elicit factual information from children in difficult circumstances. Perform job duties in accordance with professional ethics and organizational policies and procedures. Effectively manage time, resources, and workload priorities. Understand, interpret, and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence. Analyze situations and adopt effective courses of action. Communicate clearly and concisely, both orally and in writing. Maintain the confidentiality of case records. Work on own initiative without close supervision. Develop and prepare clear and concise records and reports. Effectively communicate with people from diverse ethnic and cultural backgrounds, including child victims. Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

DEPARTMENT HEAD

DATE

CHIEF HUMAN RESOURCES OFFICER

DATE

<b>Item #</b>	1689
<b>EEO Code – Job Category</b> A = Official & Administrative    B = Professional C = Technician                        D = Protective Services E = Para Professional                F = Office & Clerical G = Skilled Craft                      H = Services & Maintenance O = Other	B
<b>Basis of Pay (Bi-Weekly/Hourly)</b>	Bi-weekly
<b>Approved Salary Range</b>	62.2
<b>Rate of Compensation Code</b> 0 = No Provisional    1 = Range & Step 2 = Flat Unit Rate    3 = Flat Hourly 4 = Flat Bi-Weekly	1
<b>Salary Ordinance Code</b> 0 = Elected Officials 1 = Bi-Weekly Salary	1
<b>Job Level Code</b> 1 = Entry                    2 = Intermediate 3 = Supervisor        4 = Executive	2
<b>Bargaining Unit</b>	5
<b>HR Analyst</b>	Michael Johnston
<b>Reviewed By</b>	Michael Goulart
<b>CAO Analyst</b>	Joe Arriola
<b>Chief HR Officer</b>	Devin Brown
<b>FLSA</b>	Non-Exempt
<b>Civil Service (Yes/No)</b>	Yes
<b>Retirement = General/Safety</b>	General
<b>Creation Date</b>	February 2023