

DELTA COUNTY
COURTESY JOB POSTING

POSTING: Delta County is seeking qualified applicants for the
position of **Community Outreach and Forensic Interviewer.**

DUTIES: See attached job description

QUALIFICATIONS: Bachelor's Degree in Criminal Justice, Human Resources, Human Services or related field. Completed Forensic Interview training through the Prosecuting Attorney's Association of Michigan (PAAM).

HOURS: Up to Thirty (30) per week.

PHYSICAL: Must be able to pass physical.

SALARY: \$25.75 hour

Applications for the position of **Community Outreach and Forensic Interviewer** will be accepted through July 1, 2022 by 3:30 p.m. at the Administration Office, 310 Ludington Street, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate
against qualified handicapped individuals.

Position: Community Outreach and Forensic Interviewer

Status: Exempt, Full-Time

Location:

Delta Regional Child Advocacy Center
2820 College Avenue
Escanaba, MI 49829

Position Information:

Works under the general supervision of the Prosecuting Attorney/Chairman of Delta Regional Child Advocacy Center Board of Directors. Oversees interns/volunteers to the Delta Regional Child Advocacy Center and works with all collaborative partners to improve coordinated community responses to children and families in the service area. Provides Forensic Interviews at the Delta Regional Child Advocacy Center. This position also includes the planning and vision of the CAC and provides back-up for the Program Director and Family Advocate, as needed.

Work Environment and Physical Requirements

- A trauma-rich environment with clients in crisis situations.
- Physical requirements include light lifting of up to 25 pounds.

Educational Requirements and Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- The minimum qualification is a Bachelor's Degree in Criminal Justice, Human Resources, Human Services or related field. The ideal candidate will have a working understanding of the dynamics of victim related crimes such as physical abuse and sexual assault.
- The candidate will have completed Forensic Interview training through the Prosecuting Attorney's Association of Michigan (PAAM).
- Three to five years of experience working collaboratively with community agencies, including but not limited to: law enforcement, child welfare, mental health, education, and the criminal justice system.
- Experience providing logistical and facilitation support for community meetings and trainings
- Ability to analyze and synthesize complex information from multiple sources
- Working knowledge of criminal justice process

- Working knowledge of the dynamics involved for victims/survivors of physical abuse and sexual assault
- Advanced computer skills
- Ability to work well with victims who have experienced a traumatic event
- Knows how to conduct child Forensic Interviews
- Knowledge of community services and resources
- Well organized analytical and diplomatic skills with strong written and verbal communication skills including negotiation.
- Capacity to work effectively with partnering agencies
- Ability to ethically empathize with victims

Essential Duties and Responsibilities

- Provides forensic interviews of children
- Provides support in planning and implementation of programs as related to the Center and the community, in keeping with the Center's mission, vision, and values
- Works with all project partners to ensure a clear understanding and support of the Center's current programs and future opportunities.
- Support the day-to-day program implementation
- Provides support in the creation and implementation of annual budget and in grant writing and reporting.
- Effectively and positively promotes the Center in relevant community groups, working to ensure the Center is seen as a leader in addressing and preventing child sexual abuse and physical abuse.
- Maintains appropriate relationships with relevant community organizations.
- Serves as knowledgeable resource for media and the public about child sexual abuse and physical abuse and the work of the Center.

- Respects and understands the role each staff member plays and fosters healthy morale among staff.
- Creates positive relationships with partner agencies, both co-located and offsite while understanding the values, roles, and needs of partner agencies in relation to the Center.

Competencies

To perform this job successfully, an individual should demonstrate experience in and commitment to the following competencies, in addition to normal job responsibilities related to these competencies:

Advocacy and Public Policy - Recognize issues surrounding child sexual abuse and how awareness and prevention efforts enhance community awareness of child sexual abuse and encourage children and adults to report abuse.

Communications - Present self and agency professionally in oral or written communications, writing or speaking clearly and informatively with empathy and understanding; exchange information efficiently and effectively, listening and seeking needed clarification; contribute to the overall culture of the Center through healthy communication, respect, and commitment to the agency's mission, vision, and values.

Data Management - Maintain confidentiality of client information and provide accurate and timely tracking of client demographics and Center services.

Direct Service - Possess awareness of direct services provided by agency to understand organizational mission and own role in it.

Leadership and Governance - Recognize organizational values and represent them in everyday activities.

Planning and Evaluation – Ability to analyze and report data in order to evaluate programs, presenting accurate and timely information.

Flexibility and Adaptability –establish and maintain cooperative and supportive working relationships with members of direct team, whether staff or volunteer, and the multidisciplinary team as a whole.

Personal Care and Development - Seek out and participate in professional development opportunities, both external and internal; commit to self and agency care.

Building of Global Capacity - Commit to intercultural development and seek to understand the unique needs of clients and donors of different backgrounds.

Employee Signature

Date

Supervisor Signature

Date

I understand that Delta Regional Child Advocacy Center is an at-will employer, and my signature on this job description is not a binding contract on either the part of the Delta Regional Child Advocacy Center or myself. _____ (initials)

I affirm that I am able to perform the above duties as assigned.
_____ (initials)

Revised July 20, 2021

Board approved 11-2-21