



the cottage

sexual assault center & children's advocacy center

Job Description

Position: Forensic Interview & MDT Coordinator

Overview of Position:

The Cottage, Sexual Assault Center & Children's Advocacy Center raises awareness and facilitates the healing of individuals, families and communities affected by sexual violence and child abuse.

The Forensic Interview and MDT Coordinator's main responsibilities are coordinating and scheduling all Forensic Interviews, facilitating the Multi-Disciplinary Team meetings among partner agencies, and assisting with Family Advocacy.

The Forensic Interviewer is responsible for the intake process of forensic interviews and conducting forensic interviews of children for Clarke County per request of Law Enforcement, DFCS, and/ or The District Attorney's Office. This includes all documentation necessary for completing these tasks. This position is responsible for maintaining effective relationships with partner agencies while working cases during the Forensic Interview Process. This position also facilitates and coordinates all aspects of the Multi-Disciplinary Team meetings with partner agencies. Family Advocacy involves speaking to caregivers and providing support and resources before, during, and after the forensic interview/forensic medical exam. The Family Advocate is also responsible for the facilitation of the forensic interview process.

This position is supervised by the Director of the Children's Advocacy Center (CAC).

This is a full-time position with full health and dental insurance benefits along with a retirement package and flexible spending account for health care and dependent care. This position will occasionally need to respond via phone during some nights/weekends to provide guidance for The Cottage 24-hour response through the crisis hotline and Accompaniment Advocates.

Salary Range: 50-54K annually

Applicants must hold a Master's Degree in Social Work and/or some other related field/work experience. The Cottage seeks to maintain and improve our services for all survivors regardless of gender identity/expression, sexual orientation, race, color, socio-economic status, religion, age, ability, and national origin/immigration status.

If interested, please email a cover letter, resume, and contact information for 2-3 professional references to Annelise Allgood, Director of the Children's Advocacy Center at Annelise@northgeorgiacottage.org

Applications will be accepted until position is filled with a priority deadline of May 1st, 2024.



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Duties and Tasks of Position:

- Conduct forensic interviews of children and adolescents utilizing ChildFirst protocol
- Coordination and Scheduling
 - Serve as the point of contact for partner agencies regarding forensic interviews
 - Manage the FI Google Calendar as well as the Child Services Communication platform
 - Coordinate contract and courtesy Forensic Interviews
- Documentation
 - Complete all documentation required related to Forensic Interviews and communications with MDT partners.
 - Collect monthly forensic interview data to provide to the Director of the CAC and Executive Director
- Family Advocacy
 - Call Caregivers prior to the forensic interview process and/or forensic medical exam to explain the process and answer any questions they may have and complete intake paperwork with caregiver at the time of the appointment.
 - Provide support to the caregiver and family of victims during the forensic interview appointment.
 - Facilitate forensic interview and forensic medical exam process
 - Follow up with caregivers after the forensic interview/forensic medical exam
 - Complete all documentation necessary as a Family Advocate
- Office Duties
 - Work with the Director of the Children's Advocacy Center when there is a need for updates in policy and procedure development
 - Attend and participate in weekly child services meetings
 - Participate in weekly staff meetings and support
 - Fulfill general office maintenance
 - Remain cross trained for adult services
 - Act as hotline back-up in rotation with other staff
 - Assist with Cottage Hotline Volunteer Training and Intern Training periodically
 - Assist with cleaning duties and sanitation of offices spaces
 - Other tasks/duties that may be needed
- Professional Development
 - Attend and participate in regularly scheduled regional peer review
 - Continue ongoing supervision and professional development with the Director of the Children's Advocacy Center and other Forensic Interviewers
 - Keep up to date with research and best practices in the field of forensic interviewing
 - Attend trainings relevant to job roles and work at The Cottage

Supervisory Responsibilities: This position does not have supervisory responsibilities.



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Required Skills/Experience:

- A Bachelor's level of education is required for this position in a related field to social work or equivalent work experience
- Experience in working with trauma survivors, specifically related to child abuse is recommended.
- Experience observing forensic interviews of children in some capacity is preferred
- Experience in conducting Forensic Interviews of children is preferred
- Training specific to forensic interviewing is required if one has experience in conducting forensic interviews of children
- Training in Child First is preferred to conduct forensic interviews in the state of Georgia.
- Understanding and ability to uphold confidentiality of all clients
- Strong interpersonal and communication skills to work collaboratively with others

Desired Skills/Experience:

- Experience in Direct Service work with survivors of child abuse and sexual assault
- Experience in crisis counseling via hotline and in person is desired
- Technological skills (for working with forensic interview equipment)
- Public Speaking skills (for court purposes)
- A connection to the community that is being served
- Understanding of the criminal justice system
- Understanding of the effects of trauma on an individual and with groups of individuals

Physical Demands:

While performing the duties of this position, the employee is regularly required to see, sit, talk and hear. The employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee may occasionally be required to bend, stoop and/or kneel. The employee is required to stand, walk, and drive or ride in a motor vehicle. The employee must occasionally lift and/or move up to 20 lbs. The employee must have the ability to travel. The employee must be able to provide after-hours support and/or weekend assistance as needed. The employee must be comfortable with public communication, such as public speaking.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones (cell phones), photocopiers, filing cabinets and fax machines. Occasional work outdoors may be required. Work environment can also include offices, Family Protection Center, Hospitals, Law Enforcement/Sheriff Office, Jail/Prison, other community agency buildings and virtual video meetings (zoom). Personal vehicles may be necessary to transport between locations needed for work. Personal cell phones may be necessary for communication with staff, clients, and partner agencies. Virtual work (working from home) can be done with impending deadlines, illness of dependents, and emergency closings of the office.