



Bilingual Forensic Interviewer Job Description

Department: Forensic Interviewing

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

POSITION OVERVIEW

The Williamson County Children's Advocacy Center (WCCAC) is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members.

Under the supervision of the Director of Client Services, the Bilingual Forensic Interviewer is responsible for providing developmentally sensitive, culturally appropriate, and legally defensible recorded interviews of children alleged to be victims of abuse, neglect, or witness to violent crimes. Additionally, the Bilingual Forensic Interviewer participates in monthly Multi-Disciplinary Team (MDT) case review; takes part in peer review; and responds to subpoenas.

Reports To: Director of Client Services

Commitment Type: Full Time (40 hours a week)

Base of Operation: Georgetown, Texas

Salary: Based on Qualifications, Non-Exempt

Benefits: IRA 3% matching; Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO

Responsibilities

- Conduct forensic interviews of alleged victims of child abuse and child witnesses (often numerous children in one day)
- Gather pertinent information in the forensic interview.
- Document pertinent information and make data entries in a timely manner.
- Regularly report case status to the Director of Client Services.
- Schedule forensic interviews at WCCAC, when needed.
- Attend and assist with monthly Multi-Disciplinary Team (MDT) staffing.

- Testify in court, as required.
- Maintain and update computer tracking statistics, when needed.
- Assist with grant reporting as needed.
- Maintain regular business hours with flexibility to accommodate the requirements of DFPS and law enforcement.

Additional Duties

- Answer questions from the community
- Offer guided tours of the Center for community members.
- Conduct and attend training related to the MDT as required.
- Provide on-call support through a staff rotation.
- Provide front desk support as needed.
- Address needs and provide development support to volunteers as needed.
- Perform other duties to support the overall mission and functioning of the organization as assigned.

MINIMUM QUALIFICATIONS AND SKILLS

*****Bilingual fluency in Spanish and English is required*****

- Bachelor's degree in an appropriate related field (Social Work, Sociology, Psychology, Criminal Justice)
- Direct work experience in interviewing and working with sexually abused children and their families, or other appropriate professional work-related experience preferred; DFPS experience *highly* preferred.
- Knowledge of child abuse issues and related client services
- Ability to assess families and children for signs of sexual abuse.
- Ability to be hospitable, as well as skillful in public relations and negotiations.
- Objective and non-judgmental attitude, a patient demeanor
- Knowledge of child development, and ability to engage children of all ages in a non-threatening manner.
- Spanish-English fluency required.
- Knowledge of law enforcement, DFPS, DA organizations, as well as juvenile justice and victim advocacy programs preferred.
- Experience in meeting facilitation and group processes
- Excellent interpersonal, speaking, and writing skills are a must.
- Proficiency with Word, Excel, PowerPoint, and the CACTX Apricot case tracking software preferred.
- Operational experience in a Children's Advocacy Center preferred.
- Belief in the mission of the Williamson County Children's Advocacy Center
- Ability to manage a diversity of tasks.
- Collaboration skills and a belief in the necessity of a team approach
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Personal qualities of integrity and credibility
- Flexibility; ability to work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems
- Must exhibit strong organizational and interpersonal skills with the ability to effectively communicate with a diverse group of individuals including high-level administrators, multi-disciplinary team members, volunteers, interns, donors, and peers; ability to maintain a high level of confidentiality; ability to initiate positive interactions with co-workers, families, visitors, and stakeholders; ability to be proactive, positive, and solutions-oriented; ability to be supportive of all team members is essential. A positive "can do" attitude and willingness to work until the job is done is a must.

- Ability to pass annual criminal and CPS background checks, as well as the National Sex Offender Public Website and SafeSport registries.
- Must also have reliable transportation and possess a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage.

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds).
- Must be able to sit or stand at a workstation and/or a computer screen for up to 2 hours at a time.

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position that is expected to be ongoing.

Occasional weekends and after-hours may be necessary for emergency interviews. We provide 24/7 emergency coverage to law enforcement and DFPS for child interviews and medical exams.

A cover letter is required for consideration.

To APPLY, please email a cover letter, three references, and a resume to wccacinfo@wilcocactx.org with the subject line "Bilingual Forensic Interviewer – Applicant".