



## **Bilingual Forensic Interview Specialist (English, Spanish) (Full-Time, Exempt)**

**Mission:** The Philadelphia Children's Alliance (PCA) is an independent non-profit organization that promotes healing and justice for sexually abused children in Philadelphia. Using a multidisciplinary approach, we collaborate with our partners in child protection, law enforcement, and medical and mental health services to provide forensic interviews, victim support and counseling services at the Philadelphia Safety Collaborative, a co-located child-friendly facility. We are committed to using best practices and we promote this model locally and nationally.

### **Position Summary:**

Reporting to the Manager of Forensic Services, this position conducts forensic interviews of children in the context of child sexual abuse investigations. This position will work closely with law enforcement and child welfare social workers to oversee a collaborative process. This is a full time position working Monday-Friday including some evenings and on-call duties including weekends. Training is provided.

### **Responsibilities:**

- Conduct forensic/investigative interviews with children in conjunction with DHS (Department of Human Services), Police (Special Victims Unit), DA's Office, and/or State Department of Public Welfare.
- Facilitate a team interview process at the Children's Alliance with representatives from DHS, the Police Dept., and other agencies involved in the investigation of child sexual abuse, keeping in mind the needs and mandates of the involved agencies. Balance the needs of the family and child, the agencies and "best practices" in investigating child sexual abuse.
- Conduct investigative interviews with non-offending caretakers as needed as a part of the child forensic interview process.
- Maintain expertise in the fields of child investigative interviewing, child sexual abuse, developmental levels, and other pertinent topics via on-going training, research and readings.
- Demonstrate particular sensitivity to traumatized children and caretakers and the specific needs of victims dealing with multiple risks: physical or mental disabilities, poverty, welfare-dependent and/or single-parent home, foster children, and developmentally disabled.
- Generally conduct interviews with between 5 and 7 children per week, although agency needs may require more than this number.
- Document all interviews conducted. Closely follow the format in the "Forensic Interview Summary" report which also consists of clinical impressions, developmental impressions, forensic impressions, and therapeutic, medical and other recommendations. Complete reports in a timely manner.
- Work with the Victim Services Family Advocate and the rest of the multi-disciplinary team to recommend treatment and medical services as appropriate.
- At times provide supervision for investigative interviews of children. Observe interviews and offer clinical and forensic feedback.
- Attend monthly case conferences when requested, participating as a team member with representatives from DHS, Police, CHOP (Children's Hospital of Philadelphia), DA, and other agency personnel. Provide forensic and clinical information and feedback regarding children who are seen at

the PCA. Provide clinical theory and input with regard to dynamics of child sexual abuse.

- lead team meetings when requested.
- develop the agenda for case conferences with other PCA staff.

- Provide leadership at the PCA in evaluating and reviewing the quality of services provided, focusing on forensic interviews and collaboration. Assist in designing quality assurance and review practices such as parent evaluations and peer supervision with the team.
- Assist with other agency activities as requested, including but not limited to:
  - develop protocols to facilitate inter-agency investigations
  - assist in conceptualizing and writing grant proposals
  - participate in case tracking, including data collection and entry
  - assist in the process of ensuring PCA compliance with standards of the National Children's Alliance
  - attend various meetings in the community to represent PCA
- Provide all services in English and Spanish when necessary, translate and create documents for Spanish-speakers, and participate in community Outreach endeavors, particularly with the Latino population.

#### Education and Experience:

- Master's degree in Social Work, Psychology or related field.
- Minimum 2 years of employment in human services.
- Experience with children and working knowledge of child development required.
- Experience with the child welfare system strongly preferred.
- Excellent written and verbal communication skills.
- Fully Bilingual in English and Spanish required

**Application Process:** Submit cover letter and resume to [jobs@philachildrensalliance.org](mailto:jobs@philachildrensalliance.org) with "Bilingual Forensic Interview Specialist" in the subject line.

**Equal Opportunity:** PCA recruits, hires, compensates, trains, and promotes qualified individuals in all job classifications without regard to race, color, religion, gender, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identify or expression, or by any other basis protected under applicable law.