

Kids' Space Muskogee County Child Advocacy Center

Muskogee County Child Advocacy Center is a community resource to provide support and aid for child victims and their non-offending family members. An accredited member of the National Children's Alliance, Muskogee Co. CAC is a 501(c)3 registered non-profit organization. Partnered with Muskogee Co. Multidisciplinary Child Protection teams (MDTs), CAC's use a multidisciplinary approach to help provide coordination for local agencies and care providers whenever there has been allegations of child abuse or neglect.

Title: Forensic Interviewer/Family Advocate (full-time, salaried, exempt)

Minimum Qualifications: *Bachelor's Degree & three years experience working with abused children and adolescents. Master's degree in the human service field is preferred.*

- Must pass a criminal background check and hold a valid driver's license.
- Applicants must be willing to work occasional evenings and weekends, as well as attend out of state training. This position requires a commitment of 40 hours per week. Normal office hours are between 8:00 a.m. and 4:30 p.m.
- Applicants must be detail oriented and able to work well with people from diverse backgrounds.
- Understanding or and appreciation for the CAC process and knowledge of childhood and vicarious trauma strongly desired.

Essential Duties:

Forensic Interview Facilitator– Responsible for providing developmentally sensitive, culturally appropriate, legally defensible forensic interviews of children and adolescents when an allegation of abuse has been made or a traumatic event witnessed.

- Currently employed as a forensic interviewer at an accredited Oklahoma CAC preferred.
- Interview children alleging sexual abuse using forensic interviewing techniques in accordance with the Interviewing Protocol.
- Serve as back up MDT Coordinator.
- Assist with preparation of case documentation and data entry using the NCA case management system.
- Facilitate pre/post interview multidisciplinary case staffing.
- Respond to subpoenas and testify when requested.
- Ensure necessary parties (i.e.–law enforcement, child welfare, DA's Office) receive copies of interviews in a timely manner upon request.
- Attend multidisciplinary team meetings (MDT) and emergency case staffing meetings.
- Strong communication skills and ability to navigate tension and conflict in a group setting.
- Inclusive and non judgemental facilitation style.

- Completion of ChildFirst Training within the past 3 years (or completion of a refresher course).
- Participate in supervision, professional development and on-going training activities including;
 - Keeping informed of current research surrounding child abuse issues via conferences, workshops, and research literature.
 - Participate in the presentation of training programs and workshops for MDT partners.
 - Attend yearly continuing education courses as required by certification or accreditation standards.
 - Duties as required and vary widely.

Family Advocacy– Participates in active outreach, which requires follow-up with families beyond initial assessment and crisis response. Follow-up services after the initial contact at the CAC must include ongoing, regular contact until the CAC concludes its involvement with the case. Continued engagement with the child's/family's response regarding participation in the investigation/prosecution.

- Oversee daily service programs and coordinate interview schedules with members of the multidisciplinary team (MDT).
- Prestaff cases prior to services and invite partner agencies to participate.
- Provide support and answers about the exam/interview process and remain with families during services.
- Provide education on sexual abuse, dysfunction, grooming, abuse dynamics, etc.
- Complete needs assessments with each family and link them to other agencies that can assist them.
- Make therapy referrals and any other necessary service referrals to help families meet their needs.
- Accompany families to court.
- Ensure the psychological well being of the child.
- Maintain case and advocacy center statistics in accordance with national standards.
- Inform families of Crime Victim's Compensation Act and assist in filing, if requested.
- Assist director and child abuse education coordinator with occasional fundraisers, community outreach and prevention efforts.

Salary based upon prior experience and certifications. Benefits include SIMPLE IRA plan, health insurance, vision insurance, dental insurance, wellness program, flexible schedules, paid holidays, paid time off, and wellness plan.

Training for the role of Forensic Interviewer will be provided for unqualified candidates who meet the remaining requirements.