



Job Recruitment

Child Forensic Interviewer and Family Support Specialist

Announcement

Liberty House has two openings for full time Child Forensic Interviewer/Family Support Specialists. This recruitment opens December 22, 2017 and will remain open until the positions are filled.

Position Summary:

The Child Forensic Interviewer and Family Support Specialist is a member of the clinic team at Liberty House. Core responsibilities of the position include conducting forensic interviews of children referred for assessment of child sexual abuse, physical abuse or neglect. Additional responsibilities include providing family support, which is the first level of crisis intervention for families and/or non-offending caregivers.

Classification: 1 FTE - Exempt. Salaried. Full time

The Organization:

Liberty House provides a range of services for children and their families referred for concerns of child abuse, neglect, trauma, or grief. In the clinic, core services include a medical check-up, forensic interview and family support. Services are provided in consultation with other professionals such as law enforcement and child protective services (See Oregon Revised Statutes 418.747 – multidisciplinary teams; ORS 418.782 – child abuse medical assessment). Liberty House provides follow up mental health services for children and their caregivers through our Hope and Wellness Services. With a budget of over \$3 million, we serve more than 1,000 children and family members each year. We also provide prevention training and education for community organizations. Our experienced staff members work closely with many other professionals to ensure that children and their families receive the help they need in a coordinated, sensitive way. Liberty House serves children and families in Marion and Polk counties. Liberty House enjoys broad community support.

Liberty House is a nonprofit corporation organized under IRS Code 501(c)(3). Employment with Liberty House may make the employee eligible for eventual forgiveness of student loans issued under The William D. Ford Federal Direct Loan Program.

About the Region

Liberty House serves Marion and Polk Counties, located in the central Willamette Valley in Oregon, in the Pacific Northwest. Liberty House is located in Salem, the state capital. Salem, Oregon is a dynamic community featuring excellent schools with a focus on STEM as well as music and the arts. There are several major universities in the local area. The Salem Area Chamber of Commerce provides further information about the community as well as a wonderful video (<https://salemchamber.org/>). From Salem, traveling an hour north, west, or south will land in fabulous Portland, or the Oregon Coast, or to Eugene or Corvallis, and two hours east puts you in Bend with world class year-round recreation in Oregon's High Desert. Salem is a very desirable community to live and work.

Core Functions and Responsibilities of the Position:

- Conducts sensitive and thorough interviews, assessments, and screenings of children for whom there are concerns of child abuse or neglect; this includes providing support in medical examination and conducting digitally recorded child interviews, as appropriate
- Obtains information in a forensically sound, neutral manner that meets legal requirements for evidence and meets social service needs for protection and treatment
- Participates in quality assurance reviews, peer reviews and case consultation
- Testifies in court if necessary
- Provides family support services in a culturally sensitive manner
- Conducts family needs assessment focused on victimization and secondary issues
- As needed, provides therapeutic crisis intervention/stabilization for family and child
- As needed, assists caregivers in formulating a safety plan
- Provides education regarding abuse dynamics and clarification of victim and perpetrator roles, and how to support child toward healing when appropriate
- Provides information and support regarding criminal justice and child protection systems
- Provides case planning, coordination and follow up services
- When providing family support, observes portion of child interview to assist in making treatment recommendations and to provide assurance to caregiver
- Completes all required documentation in a timely manner and according to professional standards
- Maintains confidentiality
- Receives continuing education related to child abuse issues and interviewing techniques including specific training as requested.
- Other duties, as assigned.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Attend Liberty House Clinical Team meetings.
- Attend Liberty House staff meetings.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct and the Outward Mindset principles.

- Promote positive and collaborative working relationships with members of the Multidisciplinary Teams of Marion and Polk Counties, including district attorneys, law enforcement and Department of Human Services colleagues.
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

- Proficient with Windows computers and Microsoft Office (current system is Windows 7/Office 2013)
- Well-organized with excellent attention to detail
- Excellent written and verbal communication
- Respond timely and accurately to requests for information
- Maintain confidentiality in accordance with HIPAA and other requirements
- Ability to work with minimal supervision
- Ability and willingness to work as a team member
- Ability and willingness to establish and maintain positive working relationships

Required Education and Experience:

- A professional with a Master's degree in social work, counseling, psychology, sociology, child development or related field **and** two or more years' experience working as a forensic interviewer for abused or neglected children;
- **or** a professional with a Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field **and** five or more years' experience working as a forensic interviewer for abused or neglected children;
- **or** a law enforcement officer with an advanced certificate from DPSST **and** a minimum of four years' experience investigating sexual assault and child abuse **and** a minimum of two years' experience conducting forensic interviews of children.

Other Qualifications:

- Bilingual (fluent in Spanish) would be highly desirable
- Experience with and knowledge about child abuse issues.
- Understanding of complex family dynamics.
- Experience with children.
- Ability to work effectively in complicated and/or crisis situations.
- Ability and willingness to work as a team member with Liberty House staff and representatives from partnering agencies.
- Ability to communicate well with children and families, team members and partnering agencies.
- Ability to learn from observation of self and others, and to apply learning into improved practice.
- Ability to receive and deliver feedback effectively and regularly.
- Ability and willingness to establish and maintain positive working relationships.
- Experience with conducting interviews and family support services preferred.
- Candidate must be able to read and write English. Bilingual Spanish and English is a plus, but not required.

Hours, Compensation and Benefits:

- Full-time, 40 hours per week Monday – Friday.
- Compensation: \$45,000 - \$58,000 per year.
- Benefit package includes health insurance, retirement match, paid vacation and sick leave, flexible spending account option, eleven paid holidays, discounted memberships at local health clubs, bi-annual staff retreats.
- Reports to: Liberty House Medical Director.

To Apply:

This is a recruitment to establish a pool of qualified candidates and will remain open until the position is filled.

Interested applicants may download the job application form from the Liberty House website at www.libertyhousecenter.org or may request a Liberty House Job Application form from:

Kameron Wolfer
Executive Assistant
Liberty House
2685 4th St. N.E.
Salem, OR 97301
Fax: 503-540-0293
Email: kwolfer@libertyhousecenter.org

Interested applicants should submit the completed application, a resume, cover letter and two letters of recommendation to Kameron Wolfer, Executive Assistant, at the above address. **Email submissions are preferred.**

A criminal background check, DHS Child Welfare Registry check and sex offender registry check are all required for employment at Liberty House and will be completed for finalists.

The start date for the position will be determined by the Chief Executive Officer in consultation with the successful candidates.

Liberty House is an Equal Opportunity Employer.

If you have questions, please call Kameron Wolfer at (503) 540-0288 or email at kwolfer@libertyhousecenter.org