

COMPASS HEALTH JOB DESCRIPTION

JOB TITLE:	Child Interview Specialist
PROGRAM/LOCATION:	600-52810 – Other Program Services (Dawson Place)
REPORTS TO:	Executive Director
FLSA STATUS:	Non-Exempt
SUPERVISORY RESPONSIBILITIES:	No
UNION:	No

SUMMARY

The Child Interview Specialist conducts forensic interview with child victims of sexual assault and physical abuse, works closely with deputy prosecuting attorneys and detectives to develop cases involving child victims or other victims with special needs, and consults on incoming child abuse cases with assigned agency personnel. This position may also be responsible for interviewing child or adult witnesses and victims of crimes and testifying in court as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following, other duties may be assigned*

- Interviews child and/or adult victims of sexual assault and physical abuse.
- Documents interview and maintains detailed records of all interviews and statistics.
- Assists investigators in interviewing victims and witnesses of other crimes, conducts courtesy interviews for police agencies in other jurisdictions and for all law enforcement agencies, and interviews children and adults who are developmentally delayed and/or physical disabled as requested.
- Provides training to public and to detectives on forensic child interviewing.
- Networks with community agencies to maintain compatible working relationships.
- Participates in on-going peer review for forensic child interviews.
- Participates in regularly scheduled supervision and team meetings.
- Remains compliant with required trainings and certifications.
- Behaves in an ethical and professional manner consistent with agency policy, state law, and licensing entities if applicable.
- Understands and practices safekeeping of client protected health information per Compass Health's HIPAA and other agency policies and procedures.
- Demonstrates respect for diversity and a commitment to developing multicultural competency and sensitivity.
- Demonstrates commitment to Compass Health's Strategic Intention, core Values and Core Competencies.

EDUCATION / EXPERIENCE / CERTIFICATIONS / LICENSES

- BA/BS/BSW Degree in Behavioral Science, Child Psychology, Police Services, or related field required. MA/MS/MSW Degree preferred.
- 1 year experience interviewing child victims of physical or sexual abuse in association with law enforcement agency or any equivalent combination of training and/or experience which provides the required knowledge and abilities.
- Completion of training or equivalent training related to interviewing child victims of sexual or physical abuse preferred. Commitment to attend the child interviewing training as soon as possible upon hire required.
- Demonstrated experience in court testifying on child sexual or physical abuse preferred.
- Experience in medical, mental health or social services field preferred.
- Valid Washington State Driver's License required including vehicle and appropriate insurance, if applicable.

KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of the criminal justice system, dependency system, and interviewing victims and witnesses.
- Knowledge of and skill in interviewing techniques, particularly as they relate to children and those with special needs.
- Ability to maintain a positive, solution-focused demeanor when responding to conflicts or problems.
- Demonstrated organizational skills and the ability to multitask within a fast-paced environment.
- Excellent communication skills, written and verbal.
- General computer proficiency, including the ability to utilize electronic medical record systems and accurate typing and word processing skills.
- Ability to pass pre-employment criminal background check, which may or may not include an additional search by DSHS.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The employee will be working in a clinical office environment. While performing the duties of this job, the employee must occasionally lift and/or move up to 20 pounds and is regularly required to sit, stand, walk, talk, and use close vision. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in the work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please note that this Job Description is subject to change at any time.

I acknowledge I have carefully and thoroughly reviewed the job description for the Compass Health position for which I am accepting and therefore determined that:

I CAN _____ I CANNOT _____ perform the essential functions of the job with or without accommodation.

Employee Name

Employee Signature

Date

Apply at this link:

[Recruitment \(adp.com\)](#)