



Position Title: Therapist/Forensic Interviewer
Exempt/Non-Exempt: FT Exempt
Title this Position Reports to: Clinical/Forensic Services Team Supervisor

Job Summary:

The Dee Norton Child Advocacy Center Therapist/Forensic Interviewer conducts clinical assessments, forensic interviews and provides treatment for children and their caregivers when there has been a concern of maltreatment to the child. The Therapist/Forensic Interviewer meets with caregivers to obtain history and to assess the caregiver's needs and ability to be a protective resource to the child. Information gathered from the caregiver and the child is integrated into safety and treatment recommendations and is shared with appropriate multidisciplinary team members. The clinical and forensic services are provided using evidence-based practices and are coordinated with the community multidisciplinary team.

Job Details:

Clinical and Forensic Services

- Conduct forensic interviews of alleged victims using established protocols (e.g. ChildFirst, NICHHD) assessing for all typologies of child maltreatment. Provide timely documentation of the outcome of the forensic interview to MDT investigative partners, including information necessary for the development of plans for safety and treatment. The Therapist/Forensic Interviewer keeps role clarity by not providing clinical services for children with whom they conducted a forensic interview.
- Administer or ensure the administration of any testing instruments and assessment tools utilized at Dee Norton.
- As a mandated reporter, make reports to the necessary law enforcement and/or social services agency.
- Work with the medical program to ensure information is shared regarding the client's appointment and ensure the client/family transition to the medical exam if it is scheduled after the assessment.
- Coordinate the outcome of the forensic interview with the appropriate parties (e.g., DSS, law enforcement, etc.), including ensuring that all reports are provided in a timely manner.
- Develop recommendations regarding service needs incorporating information obtained through testing instruments and clinical assessment of child and caregiver.
- Provide any necessary follow-up and consultation with the child, family members, other caregivers and community agencies.
- Make referrals to other community agencies when appropriate, and ensure that the services to which clients are referred are appropriate for and accessible to the client.
- Coordinate with the Family Advocate to support client services
- Coordinate with the Child Abuse School Liaison to assure proper communication regarding any academic and behavior issues with the child's school
- Provide appropriate treatment based on assessment. Develop a comprehensive treatment plan, including the use of evidence-based treatment interventions. Document treatment plans in appropriate Dee Norton client case files (electronic medical record).
- Testify in court or in depositions on behalf of clients when necessary.
- Attend and be prepared to present at scheduled community case management staffings and scheduled special staffings for clients as necessary.

Administrative Responsibilities

- Maintain thorough and accurate client records in a manner consistent with standards of good practice, including progress notes, billing forms, confidential releases, and electronic records. Utilize IRIS for documentation of clinical information.

- Follow policies and procedures for accurate and timely entry of data into client service system(s).
- Follow all confidentiality policies and procedures of the Dee Norton.

Program Improvement

- Support and be involved in the research and program evaluation efforts of the Dee Norton.
- Participate in weekly clinical supervision meetings, individual supervision meetings, and departmental meetings as scheduled. Participate in Peer Review.
- Stay current with research, journal articles and presentations on the subjects relevant to best practices in the field.
- Participate as a presenter at trainings and/or workshops for Dee Norton.
- Integrate new knowledge into delivery of services to clients.
- Support and participate in the Quality Improvement aspects of the Clinical and Forensic Services Department and Dee Norton.

Other Responsibilities

- Adhere to Dee Norton's Vision, Mission and Core Values
- Attend appropriate training workshops and conferences.
- Ensure direct supervisor and/or the Executive Director is knowledgeable about any issues that impact the safety, functioning and management of Dee Norton.
- Attend departmental and organizational meetings.
- Meet any other needs as identified by the ED and/or Leadership Team.
- Abide by federal and state confidentiality and privacy requirements, as well as all Dee Norton Policies and Procedures.
- Abide by and meeting all grant requirements and objectives.
- Participate in a minimum of four public awareness programs and/or fund raising events annually on behalf of Dee Norton.

Supervisory Responsibilities

- Develop, motivate, mentor, and evaluate graduate level interns.

Requirements:

Background Experiences

- Minimum of a Master's Degree in a mental health related field.
- Licensed or license eligible.
- At least one year of experience working with children/families in a mental health setting.
- Prior working knowledge of external community resources and partnerships in the Lowcountry preferred.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Knowledge, Skills and Abilities (KSAs)

- Knowledge and ability to adhere to evidence-based treatment protocols for victims of trauma.
- Successful completion of the ChildFirst training.
- Ability to engage with a wide variety of clients in a manner that is respectful and empathetic, yet able to clearly articulate the needs of the child and caregivers.
- Able to present recommendations for the child/family in a clear and concise manner, including presentations to the family, clinical supervision and multidisciplinary staff meetings.
- Ability to professionally handle highly confidential information.
- Excellent written and verbal communication skills.
- Computer literacy and proficiency with knowledge of Excel, Word, Access, Outlook and PowerPoint necessary.
- Organizational skills necessary to handle a steady workload to include timely and professional communication with other agencies involved in a case, reports made to the proper authorities, and completion of paperwork..
- Ability to work well in multicultural teams and with diverse constituencies.

Competency Profile/Core Values Alignment

- Ability to work as a team member with a strong commitment to collaborative work with both internal and external partners.
- Demonstrated ability to establish and promote positive professional relationships, and actively contribute to creating a highly cooperative work environment.
- Desire to continually improve, seek learning opportunities and increase individual and organizational capacity.
- Ability to take initiative and manage multiple responsibilities with changing priorities and meet deadlines.

Physical Requirements:

In this position an employee is frequently required to stand, walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 15 lbs. Must be able to work on a computer and/or telephone for extended periods of time.

Employee Conduct:

It is the responsibility of every employee at Dee Norton to contribute to a positive work environment through: teamwork, positive, honest and effective communication, and professional interactions with co-workers, volunteers, clients and community partners.