Position: Bilingual Forensic Interviewer  
Reports to: Forensic Interviewer Supervisor  
Status: Exempt  
Revised Date: November 2021

ChicagoCAC employees are expected to perform their job duties and act in a manner consistent with the Core Values of the organization.

Responsibility Summary
In supporting the mission of ChicagoCAC, the Bilingual Forensic Interviewer conducts forensic interviews of victims of child sexual abuse and assault, as well as other crimes and exposure to violence.

Primary Responsibilities:
- Conduct developmentally appropriate and legally defensible forensic interviews of children and adolescents alleging sexual and/or physical abuse or other victims of crime utilizing approved interviewing protocol.
- Work collaboratively with ChicagoCAC's multidisciplinary team members.
- Facilitate pre/post-interview multidisciplinary case staffing.
- Enter forensic interview data into ETO in a timely manner.
- Operate recording equipment (onsite and mobile).
- Actively participate in MDT Case Review and case staffings.
- Respond to subpoenas and participate in court proceeding, as required.
- Available for on-call when scheduled.
- Attend and participate in supervision, peer review, and other professional development activities, such as webinars, education calls and literature review, that are relevant to forensic interviewing.
- Participate in meetings, trainings and supervision as requested.
- Perform other duties as assigned.
- Trained to handle support canine in the context of facilitating a forensic interview

Discretion
The Bilingual Forensic Interviewer has a low-level range of discretion and independent decision-making.

Supervisory Responsibilities
None.
Relationships
The Bilingual Forensic Interviewer works closely with the Forensic Interviewing Supervisor, Director of MDT Coordination, Advocacy team, Child Life team, and ChicagoCAC multidisciplinary team.

Qualifications
Preferred educational requirement of a master’s degree in a human services field. Minimum educational requirements of bachelor’s degree in a human service field or criminal justice with at least five years’ experience working with sexually abused children and adolescents. Previous training in one or more nationally recognized, evidence based forensic interview models/protocols (NCAC, NICHD, ChildFirst, APSAC, Cornerhouse) are required or completion of 40 hours of nationally recognized forensic interview training prior to conducting interviews. Willingness to interact with a trained support dog preferred.

Bilingual Forensic Interviewers will undergo a training period at ChicagoCAC that will consist of literature review, observation, and mock interviews. The training period will vary based on individual competency and previous experience. The Director of MDT Coordination and the Forensic Interviewer Supervisor will determine when the training period is complete and when the interviewer is deemed as equipped to conduct interviews on their own.

Acknowledgement
I have read and understand the expectations outlined in my job description:

________________________________________  _________________
Staff         Date

________________________________________  _________________
Supervisor       Date