

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Child Advocacy Center
Forensic Interviewer – Part Time
\$20.00/hour
DATED: July 16, 2021
LAST DAY FOR FILING: July 30, 2021

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for conducting specialized developmentally appropriate interviews of children that have allegations of sexual abuse, severe physical abuse, and/or neglect. The incumbent may provide testimony in court regarding cases when necessary. Work is performed under the direct supervision of the Child Advocacy Center Coordinator and administrative supervision of the District Attorney. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Conducts specialized developmentally appropriate interviews of children that have allegations of sexual abuse, severe physical abuse, and/or neglect;
- Supports child victims and their families through the investigative process;
- Completes intake paperwork as necessary, makes referrals and completes Office of Victim Services claims;
- Schedules and organizes case reviews and peer reviews;
- Enters data into the CAC case tracking data base;
- Assists with community outreach and education;
- Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of computer skills; good oral and written communication skills; basic knowledge of the laws, legal codes, court procedures, precedents, and government regulations as they relate to Child Advocacy and Child Protective Services; basic knowledge of the dynamics of child abuse and neglect; working knowledge of the computer programs Word and Excel; ability to work with multi-disciplinary team members and service providers.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in Human Services or Criminal Justice or a closely related field AND three (3) years of full-time experience or its part-time equivalent conducting forensic interviews of children with allegations of sexual abuse or physical abuse.

SPECIAL REQUIREMENT: Must possess training in a nationally recognized protocol of conducting child abuse interviews within six (6) months of appointment.

Classification: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com