

Individuals that meet the minimum education and experience requirements listed below should forward their resumes and cover letter highlighting relevant experience to **Kim Rasheed** (krasheed@indy.gov) no later than April 25th, to be considered for this position.

Forensic Child Interviewer Position

Job Title: Forensic Child Interviewer

Agency: Marion County Prosecutor's Office/Child Advocacy Center
4134 N. Keystone Ave., Indianapolis, IN

Reports To: Executive Director of the Marion County Child Advocacy Center

Minimum Starting Salary: \$ 32,658/year and benefits (40 hours per week) (experience will be considered)

Grade: 7

Purpose / Scope

Responsible for conducting all Forensic Child Interviews as requested by Law Enforcement, Child Protection Services and/or other investigative agencies.

Work Environment

Duties conducted primarily in the office with some meetings and/or tasks to be conducted outside of the office. Work hours will primarily be Monday through Friday 8:00 a.m. until 5 p.m. or 10:00 a.m. until 7:00 p.m.

Qualifications and Skills Required

Bachelor's degree in education, psychology, social work or related field or equivalent work experience. Must be able to work well with children from a variety of backgrounds. Must be able to work with related agencies as part of a team in an investigation as well as work independently. Familiarity with child welfare system and prosecution preferred. Must be able to handle stress effectively and respond appropriately providing crisis intervention when required. Candidates with interviewing experience and who are bilingual are encouraged to apply.

Responsibilities

1. Will interview children ages 16 years or younger or developmentally delayed at the request of law enforcement, child protection workers or prosecution typically during regular office hours but occasionally interviews may occur before or after scheduled work hours as needed.
2. Maintain the child interview rooms, make sure all equipment is in working order and report all non-functioning equipment to the Executive Director or the Administrative Assistant of the Executive Director.
3. Participate in peer/case reviews and present cases when requested.