

<b>FORENSIC SERVICES ASSOCIATE</b>
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<b>Supervisor</b>	Director of Forensic Services
<b>FLSA Status</b>	Full-Time
<b>Salary range</b>	\$41,000 - \$45,000

**Summary**

Safe Shores – The D.C. Children’s Advocacy Center is an organization striving for excellence as a service provider and as a workplace. Safe Shores values respect, honesty, trustworthiness, professionalism, growth and learning, taking care to give care, innovation, teamwork and collaboration. We are seeking a highly capable, experienced, personable and resourceful professional with a passion for Safe Shores' mission and the proven ability to support our forensic services program.

The Forensic Services Associate is responsible for working closely with DCCAC program staff, multidisciplinary team (MDT) partner agencies, and local agency and service providers to facilitate the MDT response to the investigation and prosecution of child abuse in the District of Columbia. Other broad areas of responsibilities include maintaining electronic and paper files of all cases reviewed by the MDT and tracking information regarding the investigation, medical/treatment referrals, and ongoing criminal and civil proceedings to support child victims and their families. This position may be required to participate in the on-call rotation for after hours and weekend victim services support for forensic interviews. This position is a mandated reporter for child abuse and neglect under District of Columbia Statute § 4-1321.02.

**Qualifications**

- Ability to successfully pass Child Protection Registry clearance and criminal background check
- Bachelor's Degree required in psychology, social work, or related field
- Previous experience in criminal justice, human services, or professional training in child welfare
- Experience successfully and empathically connecting with individuals around sensitive issues, such as trauma, abuse, or violence
- Demonstrated ability to work calmly and effectively in high pressure and intense situations
- Excellent interpersonal skills
- High comfort and proficient skill level with technology, MS Office applications, and web-based database management systems
- Excellent communications skills as indicated by ability to communicate effectively in writing and orally to a variety of individuals and groups
- Excellent organizational skills and attention to detail

- Proven ability to work productively and independently, and to take initiative with minimal supervision
- Interest in/aptitude to learn to conduct forensic interviews
- Strong interest in mission of the organization

### **Preferred Qualifications**

- Academic training and/or practical experience in the areas of child development, child sexual abuse dynamics, intra- and extra-familial violence, psychology, criminal justice
- Familiarity with and a disposition toward the multidisciplinary team approach to the investigation and prosecution of child abuse cases
- Knowledge of law enforcement, social service and legal systems in the District of Columbia
- Bilingual (Read, write and converse fluently in English and Spanish)

### **Primary Areas of Responsibility**

- Works closely with law enforcement agencies, medical, mental health, and social services agencies and providers to facilitate case coordination and information sharing
- Schedules and coordinates forensic interviews of alleged child/adolescent victims of abuse, as requested on behalf of the DC MDT
- Maintains and updates case records in database and follows up with essential documentation
- Coordinates, prepares and updates records for bi-monthly case reviews
- Participates in individual supervision and peer review, program peer review, and in-service trainings
- Assists with training/education curriculum development and presentations
- Participates in MDT and organization-wide planning efforts
- Participates in on-going training and professional development activities
- Handles other programmatic duties as requested
- Ability to serve as part of a periodic one-week on-call rotation
- Other duties may be assigned

### **Candidates must submit all of the following information to be considered for the position:**

1. Resume
2. Personal statement indicating your interest in the position and how your experiences will benefit Safe Shores
3. Three professional references (for each include: name, current title, address, phone number and email)

Please click the link below to apply for the Forensic Services Associate position

<https://safeshores.bamboohr.com/jobs/view.php?id=7>

Safe Shores is an equal opportunity employer and values diversity. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.