

**Bilingual Forensic Interviewer**  
**Advocacy Center for Crime Victims and Children**

**Position:** Bilingual Forensic Interviewer

**Job Type:** Full-Time, In-Person

**Supervisor:** Children's Advocacy Center Program Director

**Location:** Waco, Texas with some travel

**General Duties:** Conduct interviews of child victims of sexual abuse and serious physical abuse brought to the CAC by police/sheriff or child protection investigators. The Bilingual Forensic Interviewer will be responsible for all Spanish-speaking forensic interviews which will include periodic travel to Falls, Freestone, Hill, and Limestone counties.

**Specific Job Responsibilities:**

1. Conduct in-depth interviews of child sexual abuse and physical abuse victims.
2. Support and nurture children during the interview session.
3. Coordinate interview schedules with interdisciplinary partners.
4. Prepare summaries of all forensic interviews.
5. Participate in the weekly Multidisciplinary Team case review meetings.
6. Facilitate Multidisciplinary Team case reviews as assigned.
7. Provide court testimony as needed.
8. Compile statistics and case tracking information.
9. Participate in training for volunteers and other professionals.
10. Assist in maintaining audio/video interviewing equipment and supplies.
11. Disseminate written reports, videos, and verbal communications in accordance with data privacy laws, agency policies, and professional ethics.
12. Provide emergency forensic interviews after hours as needed.
13. Demonstrate a commitment to cultural sensitivity, diversity, equity, and inclusion in practice
14. Attend and participate staff meetings.

**Qualifications:**

## Education:

- Position requires a Bachelor's degree in social work, criminal justice, counseling, sociology, psychology, child and family studies, or other related field.
- Degree requirement can be waived with at least five (5) years of forensic interviewing experience.

## Experience:

- Knowledge of sexual assault, child abuse, and trauma issues is critical to the delivery of service.

## Other Skills and Requirements:

- Proficiency in Microsoft Word and Excel is required.
- English and Spanish fluency is required.
- Must communicate well and function responsibly in a team setting and independently.
- Must demonstrate an awareness of and a commitment to culturally competent and sensitive practice.
- Commitment to the goals and objectives of the Advocacy Center
- Must be able to pass a criminal background check by the Texas Department of Public Safety.
- Must have a valid Texas Driver's License.

\*This position is grant funded and its continuation contingent upon continued grant funding annually.

**Application Instructions**

If you would like to apply for this position please email the following items to the Executive Director, Aleigh Ascherl, at [aascherl@advocacycntr.org](mailto:aascherl@advocacycntr.org)

1. Cover Letter
2. Resume
3. 3 Professional References