



Position Description Forensic Interviewer

Title: Forensic Interviewer	FLSA: Non-Exempt
Wage Range: Contracted rate	Reports To: Monarch Program Manager
Last Update: November 2025	Type: Contract

Summary:

The Forensic Interviewer is responsible for interviewing child victims of reported abuse and neglect, coordinating services for the child and family, coordinating information between the agency- partner agencies, and preparing reports and leading efforts to increase use of closed-circuit interview technology.

Typical Work:

- Conduct forensic interviews with children/adolescents alleging abuse or neglect;
- Coordinate and participate in case staffing and reviews;
- Schedule interviews in collaboration with Monarch forensic interviewers and Victim Services Coordinator to minimize relative/caregiver contact;
- Maintain case records and input client data per confidentiality and best practices;
- Respond to subpoenas and provide testimony as needed;
- Engage in peer review as appropriate;
- Prepare reports and written communications;
- Perform other assigned duties.

Education & Experience:

- Master's degree in psychology, human services, Criminal Justice and/or law preferred;
- Five years of experience working with abused children/adolescents;
- Bi-lingual in Spanish desired

Required Requirements:

- Washington State Driver's license

Knowledge and Abilities:

Knowledge of:

- Therapeutic interventions for individuals, families, and groups
- Evidence-based practices for sexual abuse and trauma
- Culturally competent therapy methods
- Sexual violence and socio-political oppression dynamics
- Family dynamics and indicators of child abuse or neglect
- Crisis intervention and problem-solving strategies
- Record management basics
- Local social services resources

Ability to:

- Relate to and communicate effectively with persons of diverse socio economic, ethnic, religious, sexual minority, education, and handicap backgrounds;
- Identify and address impact of sexual abuse;
- Maintain confidentiality and conduct self in an ethical and professional manner.

Decision Making:

- Able to analyze, evaluate, and synthesize information is essential for making informed decisions.
- Able to think creatively to identify unique and effective choices.

Time Management:

- Proficient in time management techniques to consistently meet deadlines.

Organization:

- Efficiently organize assignments, establish priorities, and manage workloads independently.

Communication:

- Practices active listening and asks clarifying questions to improve group decisions.
- Communicates and collaborates effectively with diverse individuals.
- Shares information and works jointly with others, agencies, and organizations as needed.

Adaptability:

- Understanding of adapting to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.

Emotional Intelligence:

- Awareness of your emotions, biases, and preferences helps make objective decisions.
- Understanding others' feelings and viewpoints is key in group situations.
- Managing your emotions under stress supports rational choices.

DEI (Diversity, Equity, and Inclusion):

- Demonstrates the ability to perform tasks efficiently and adapt to changing circumstances, while remaining dedicated to fostering equitable and supportive practices within the team. This approach emphasizes the importance of prioritizing the health, wellbeing, and long-term sustainability of all team members.
- Actively participates in training sessions and meaningful conversations focused on equity, diversity, and inclusion. Additionally, integrates and applies these principles within both programs and teams to ensure fair and inclusive practices are consistently upheld.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment includes an office environment which is usually quiet.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may

perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Acknowledgment

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

Employee Signature

Date