



Job Title: Forensic Interviewer

Location: Bessemer Cutoff Advocacy Center dba Clay House

Reports To: Executive Director

Employment Type: Full Time

Position Summary

The Forensic Interviewer conducts legally sound, trauma-informed, and developmentally appropriate interviews with children and vulnerable adults who may have experienced abuse. This position supports a collaborative, multidisciplinary response to child abuse investigations by coordinating with law enforcement, the Department of Human Resources (DHR), medical providers, and mental health professionals. The interviewer ensures that all interviews are conducted in a safe, supportive, and child-friendly environment in alignment with nationally recognized forensic interview protocols. This position also serves a dual role as the Multidisciplinary Team (MDT) Coordinator for the Bessemer Cut-off area.

Key Responsibilities

- Conduct forensic interviews using nationally recognized, research-based protocols.
- Receive referrals from partner agencies and complete intake documentation.
- Coordinate interview schedules with all relevant MDT partners.
- Maintain complete and confidential records related to each interview.
- Provide referrals for medical follow-up services and obtain necessary medical release forms.
- Provide school or work excuses to caregivers and child victims when applicable.
- Maintain a warm, welcoming interview environment that prioritizes child safety and comfort.
- Enter and maintain accurate case tracking and statistical data.
- Coordinate and facilitate the Bessemer Cut-off Multidisciplinary Team (MDT), including scheduling and leading case review meetings.
- Adhere to Alabama Network of Children's Advocacy Centers (ANCAC) standards.
- Participate in public education and outreach about agency services.
- Attend supervision meetings with the Executive Director.
- Complete required training and continuing education, including nationally recognized forensic interview certification.

Work Schedule

- **Total Weekly Hours:** 40 per week
- **Location:** In-person

Compensation

- **Annual Salary:** \$42,000.00- \$47,000.00 per year

Qualifications

- Bachelor's degree in Social Work, Criminal Justice, Psychology, Human Development/Family Studies, or a related field.
- Completion of forensic interview training (such as NCAC, CornerHouse, or similar) is preferred, or willingness to complete training upon hire.
- Excellent verbal and written communication skills.
- Ability to work sensitively with children and families in crisis.
- Strong organizational skills and attention to detail.
- Candidate must be proficient in computer skills (i.e. Zoom, Microsoft suites, Teams, etc)
- Great opportunity for early-career professionals seeking experience in the social services field or for individuals currently pursuing a master's degree in a related field.

How to Apply

Please submit your cover letter and resume combined into a single PDF file.

If you have any questions, feel free to reach out to us at **info@theclayhouse.org**