

## JOB DESCRIPTION

### **DIRECTOR OF FORENSIC SERVICES**

Salary Range           \$50,939-\$76,408

Provide forensic services to the Fulton County District Attorney's Office relating to crimes against children and other vulnerable individuals. Responsibilities include forensic interviewing and training, assistance with trial preparation, and consultation for sexual and physical abuse cases in both Superior and Juvenile courts.

### **ESSENTIAL DUTIES**

- Provides forensic services in Superior and Juvenile Court:
- Conducts forensic interviews of witnesses and child victims
- Consult with Assistant District Attorney
- Provide expert trial testimony in forensic interviewing, child development and the child/perpetrator dynamics
- Assist with pre-trial preparations, function as a resource on how to effectively question experts, analyze victim/witness statements, and educate attorneys about a child's capacity to communicate and recall, their process of disclosure, and how they experience abuse
- Develop and manage a specialized unit at Juvenile Court handling juvenile victims and case outcome - ensuring safety, healing, and protection
- By means of community outreach, perform as liaison between prosecutors, professionals in the area of child neglect, and MDT partners in Fulton County
- Provide crisis intervention & act as child advocate in coordination with the Victim Witness Assistance Program

Researcher Capabilities include, but not limited to, the following areas:

- Principles of learning and how human information processing can effect jury deliberations
- Correlation between exploited teens, truancy, and socioeconomic status
- The behavior of sexual offenders and its impact on child victims

Act as training coordinator:

- Develop training focused on the dynamics of child sexual abuse and age appropriate questioning for law enforcement and court officials
- Coordinate external training opportunities to include workshops and seminars involving:
  - NOVA, APRI, NCAC, Prevent Child Abuse Georgia, law enforcement investigative response to child sexual abuse, front line workers training, building successful teams, and forensic consultation

### **KNOWLEDGE**

- Principles and practices of child forensic interviewing and investigation
- Child development, cognitive assessment, age appropriate inquiry, and effective communication with varied populations to include special needs and exploited teens
- Laws, rules, and regulations governing victims programs and services and forensic interviewing
- Community resources associated with criminal crisis intervention

- Methods and techniques used to conduct individual and group counseling
- Principles and practices of client confidentiality
- Personal computers and related software

## **SKILLS**

- Expertise in Forensic Interviewing, forensic services, and national protocol with regard to child sexual abuse, physical abuse, and child witnesses
- Interviewing crime victims and their families
- Communicating effectively with persons of diverse socioeconomic and cultural backgrounds
- Public speaking, presentation, and training implementation
- Sexual abuse focused intervention directed toward child victims and their non-offending caregiver
- Demonstrated skill in consulting, mediation, individual and group therapy, and communication effectiveness
- Preparing and presenting oral and written communications/reports
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public
- Licensed Psychotherapist in the state of Georgia
- Qualified expert witness
- Research aptitude
- Trial procedure
- Crisis management

## **EXPERIENCE & TRAINING**

Masters degree in social work, psychology, criminal justice, or a related field required; supplemented by two years of experience in victim advocacy, crisis intervention, counseling, or social work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess a license issued by the State of Georgia as a Professional Counselor, Marriage and Family Therapist, or Social Worker. Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position. Requires knowledge of judicial processes and court procedures. Requires knowledge of crisis intervention and counseling practices.

Preferred licensed as a psychotherapist and well experienced in the area of child development, child sexual abuse, and the dynamics of forensic investigations; more than five years experience providing forensic services, counseling services to crime victims and their families within a criminal justice, social services, crisis intervention, or trauma and violence safety assessment program; successful implementation of a training module and extensive experience training other professionals in varied disciplines must be evident; active in nationally recognized trainings in role of instructor. Minimum of five years in personnel management, and supervision of licensed or license eligible staff, and administration is preferred.

