



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Program Coordinator/Forensic Interviewer DATE OPENED: 10/21/2016

DEPARTMENT: Sheriff's Office CLOSING DATE: 10/28/2016

If you have any questions about this position vacancy, call: (406) 758 - 5570.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non - Union

FULL TIME       REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME       SEASONAL

STARTING WAGE: \$ 22.10 per Hour

TEMPORARY

SALARY AT:

1 YEAR STEP: \$ 22.99 per Hour

2 YEAR STEP: \$ 23.91 per Hour

3 YEAR STEP: \$ 24.38 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

TYPING TEST REQUIRED? NO  YES \_\_\_\_\_ = \_\_\_\_\_ NET WORDS PER MINUTE

PLEASE NOTE: Any required typing or skills test must be completed before the position closing date and the certificate must be attached to your application. Certificates must have a completion date within 6 months of the date the application was submitted to the Flathead Job Service Workforce Center. Please contact the Flathead Job Service Workforce Center at (406) 758-6200 for information on how to complete the required test(s).

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLICATION FORMS FOR THIS POSITION CAN BE OBTAINED AT:

Flathead Job Service Workforce Center  
427 First Avenue East  
Kalispell, MT 59901

OR ON FLATHEAD COUNTY'S WEBSITE:

[http://flathead.mt.gov/human\\_resources/jobs.php](http://flathead.mt.gov/human_resources/jobs.php)

ALL COMPLETED APPLICATIONS MUST BE RETURNED TO THE FLATHEAD JOB SERVICE WORKFORCE CENTER BY 5:00 PM ON THE CLOSING DATE. Application packets can be delivered to the address above or emailed to [kalispelljsc@mt.gov](mailto:kalispelljsc@mt.gov). Faxed applications will not be accepted.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

**Job Title:** Program Coordinator/Forensic Interviewer    **Job Code:** 14120  
**Department:** Sheriff's Office    **Pay Grade:** Stnd 32  
**Reports to:** Detective Commander    **FLSA Status:**  Non-Exempt  Exempt

**Department Overview:** The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and conducting criminal investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

**Job Summary:** The Project Coordinator is responsible for the day to day programming and activities of the Flathead County Children's Advocacy Center (FCCAC) and the multidisciplinary team (MDT) ensuring compliance with the standards of the National Children's Alliance, requiring a high degree of collaboration among multiple member agencies and the ability to supervise the program management with various agencies throughout Flathead County. The Project Coordinator is also responsible for conducting forensic interviews of children for agencies participating in the Flathead County MDT, preparing reports, and testifying in court as to the facts surrounding the interview.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

**Program & Planning:**

- Supervise and oversee the programs associated with the Flathead County Children's Advocacy Center (FCCAC) including on-going development. Ensure effectiveness and efficiency of the CAC and its programs including outcomes evaluations.
- Manage operating and capital budgets of the FCCAC and other resources. Write and administer grants for the program.
- Manage the case tracking and statistical information related to the number of reported abuses and the services provided by the MDT.
- Coordinate and facilitate meetings of the FCCAC's Advisory Board. Update the Advisory Board on the status of the FCCAC and participate in strategic planning with the Advisory Board.
- Coordinate and facilitate meetings, peer review, and activities of the MDT. Track attendance of members and the progress of the MDT and FCCAC.
- Seek training opportunities for members of the MDT regarding child abuse investigation and interviewing techniques. Provide opportunities for the members of the MDT to receive cross-discipline training.

- Coordinate and conduct periodic training with staff members of partner agencies within the MDT referencing FCCAC protocols, ensuring compliance within the standards of the National Children's Alliance.
- Offer outreach to members of the community regarding the FCCAC and the MDT.
- Update the interagency agreement between the partner agencies of the FCCAC as needed.
- Create and maintain positive working relationships with potential and existing CAC financial supporters.

#### **Forensic Interviewer**

- Interview child victims/witnesses while coordinating interviews with members of the MDT and applicable law enforcement agency.
- Prepare reports of interviews and testify in court as needed.
- Track interviews conducted including the demographics of the children.
- Coordinate referrals from agencies, medical providers, schools, parents and other parties collecting relevant intake information from the referral source.
- Maintain interviewing skills according to current accepted practices by attending recognized forensic interviewer training of minor children and by receiving continuing education related to child abuse issues, or other specific training as requested.

#### **Non-Essential Functions:**

- Other job duties as assigned by supervisor to maintain the effectiveness and efficiency of agency operations and services.
- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, etc.

#### **Physical Demands and Working Conditions:**

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate; however employee may occasionally be subjected to loud noise.

**Supervision Exercised:** This position may be assigned to supervise the Child Crime Victim Advocate position, or other support staff of the FCCAC program.

#### **Knowledge, Skills, and Abilities:**

The job requires knowledge of computers; electronic data processing; written and oral communications; database, spreadsheet and word processing applications; laws, rules, and regulations

enforced by the department; modern procedures and methods of interviewing and investigation; court procedures in criminal and civil trials; behavior patterns and the underlying social factors.

The job requires skill in active listening, speaking, critical thinking, social perceptiveness, judgment, and decision making while interacting with individuals and groups in often tense and volatile situations. Skill in operation of computers and office machines is also required.

This job requires the ability to analyze situations objectively; to recognize actual and potential danger; to cope with stress situations firmly, tactfully, and with respect to individual rights; problem-solve; to read and understand rules and regulations; to observe and remember details; to communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling.

**Education and Experience:**

This position requires a Bachelor's Degree in social work, counseling, psychology, sociology, child development or related field and one or more years working with children who may have been abused or neglected; or any combination of education and experience which indicates the possession of the knowledge, skills and abilities listed. Prior forensic interview training preferred.

<u>Action</u>	<u>Date</u>	<u>Reference</u>
Adopted	9/21/09	Commissioners' Minutes
Revised	10/18/16	Commissioners' Minutes