



# CornerHouse Position Announcement

## Forensic Services Specialist – Operations Lead

### Full Time/Permanent

CornerHouse is an accredited, internationally-recognized children's advocacy center. Our mission is to listen and offer hope and healing to those silenced by trauma and violence. CornerHouse provides forensic interviews, medical services and family services to children, adolescents and vulnerable adults who report experiencing or witnessing violence. CornerHouse also provides high-quality training to professionals regionally, nationally and internationally.

**Position Summary:** This new position has been created because of CornerHouse's recent expansion. The Forensic Services Specialist – Operations Lead demonstrates CornerHouse core values (person-centered, collaborative, integrity, healing, diversity and learning) by delivering high-quality forensic services at both the Rogers and Minneapolis locations. The Forensic Services Specialist Leads are a team of five cross-trained staff who offer support to the delivery of forensic interviews in Minneapolis and Rogers, as well as medical exams at CornerHouse Minneapolis.

#### **Position Responsibilities include but are not limited to:**

- Assure the comfort of children, adolescents, vulnerable adults and their caregivers at CornerHouse
- Build strong relationships with representatives of the multidisciplinary team, including law enforcement, child protection, medical personnel, prosecution, victim advocates, and mental health providers
- Provide floating staffing coverage when other Specialist team members are absent.
- Assist with forensic special projects, such as re-accreditation.
- Handle administrative tasks such as meeting preparation, minute-taking, filing, etc.
- Respond to information requests in consultation with the agency's pro bono attorneys in accordance with agency policy.
- Represent CornerHouse at the SMARTeam and other committees for service providers as directed.
- Manage forensic inventory and supplies at both CornerHouse locations.
- Coordinate with Volunteer Manager regarding forensic volunteers.
- Act as lead scheduler for the Forensic Specialists team.
- Create systems and processes to aid in communication and project completion.

#### **Experience and Qualifications:**

- Bachelor's degree in social work, psychology or related human service field
- Experience working with child, adolescent and adult client populations from diverse cultural, ethnic, developmental, and socio-economic backgrounds
- Experience working with diverse professionals from child protection, law enforcement, court systems and related community services
- Superior organizational and time management skills
- Strong communication skills in interpersonal, written and multimedia vehicles
- Excellent judgment and decision-making skills
- Proven ability to work in an autonomous, proactive manner with minimal direct supervision.
- Computer proficiency, including Word, Excel, and PowerPoint; ability to learn and utilize database systems.

***Individuals from diverse backgrounds are strongly encouraged to apply.***

**Hours & Compensation:** Full-time position (40 hours per week). Full benefits, including paid time off, healthcare, long-term and short-term disability coverage, and a 401 K agency match. Compensation based on qualifications and experience.

**Closing Date: April 27, 2018**

**Email Resume and Cover Letter to:**

Nancy Seger, Forensic Services Director  
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