



CornerHouse Position Announcement

Forensics Services Manager Part Time/Permanent

CornerHouse is an accredited Child Advocacy Center located in Minneapolis, Minnesota. The mission of CornerHouse 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. CornerHouse also provides high-quality training to professionals regionally, nationally and internationally.

Position Summary: The Forensic Services Manager is responsible for assuring high-quality forensic services at both the Rogers and Minneapolis locations. The Forensic Services Manager supervises the Forensic Specialists team, assures the efficient operation of the Rogers office in accordance with CornerHouse practice standards, conducts community education and outreach, implements the agency's information release policies in consultation with the agency's pro bono attorneys, and completes other tasks as assigned.

Position Responsibilities include but are not limited to:

Program Management

- Provide meaningful supervision and leadership for Forensic Service Specialists
- Respond to information requests in consultation with the agency's pro bono attorneys in accordance with agency policy.
- Conduct marketing, education and outreach efforts in Rogers.
- Monitor the forensic interviewing calendar and communicate proactively with team members about staffing coverage plans.
- Collaborate with other agencies to conduct joint outreach and education regarding child sexual abuse.
- Implement the policies and procedures for program operations to meet the standards of regulatory agencies and funding sources
- Participate in monthly Case Review Team meetings.
- Participate in other agency and committee meetings, as assigned.
- Represent CornerHouse at community meetings and on committees for service providers as directed.

Human Resources

- Recruit, orient and supervise Forensic Specialists
- Conduct timely employee performance reviews for Forensic Specialists on an annual basis
- Implement personnel policies and procedures
- Facilitate regular Team Meetings
- Assure that staff members receive adequate on-going training to perform their jobs effectively

Interagency Coordination

- Supervise and coordinate intake and referral services
- Facilitate collaboration and development efforts with community agencies, including participating in meetings with interagency team members
- Develop and participate in marketing efforts to raise awareness of CornerHouse services

Quality Management

- Engage in continuous quality improvement by seeking feedback of supervisor, colleagues, and clients, and using survey outcomes to impact decision-making.

Data Management

- Supervise the maintenance of forensic client services databases and the collection of forensic statistics

Teamwork and Problem Solving

- Actively participate in the identification and solution of problems in the work area. Contribute to the effectiveness of Forensic Services through proactive communication and teamwork.

CornerHouse is an Equal Employment Opportunity/ Affirmative Action Employer



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- Regularly communicate with supervisor and other team members in a proactive and constructive manner.
- Identify problems in work area and independently seek solutions utilizing appropriate resources. Seek support from supervisor as needed.
- Assume responsibilities for self-development and professional growth by attending mandated in-services, actively seeking out and participating in professional development opportunities and accepting and providing constructive feedback. Coordinate work with others in a manner that fosters shared ownership, mutual respect and cooperation.
- Establish priorities for self in organizing work, managing time and carry out other job duties as assigned by supervisor.

Volunteers

- Provides leadership in the implementation of engagement, support and supervision of volunteers.
- Coaches and leads the efforts of team members in assuring their work with volunteers.

Other Duties

- Engage in continuous quality improvement by seeking feedback and using survey outcomes to impact decision-making.
- Participate in facility upkeep.
- Aid with program evaluation and integrate findings into practice.
- Maintain confidentiality of personnel, financial, and client information and records.
- Additional duties may be assigned as needed

Experience and Qualifications:

- Bachelor's degree in social work, psychology or related human service field
- One year supervisory experience
- 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: Part time, three quarters time position. Full benefits. Compensation based on qualifications and experience.

Closing Date: February 7, 2018

Email Resume and Cover Letter to:

Nancy Seger, Forensic Services Director
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