



CornerHouse Position Announcement

Forensic Services Specialist – Intake 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: The Forensic Services Specialist – Intake 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:

- Coordinate intake and referral services with law enforcement and child protection investigators by triaging calls within appointment criteria.
- Provide a safe and welcoming, developmentally appropriate, and interactive environment for children, adolescents, vulnerable adults and family members.
- Ensure quality video-recording of forensic interviews.
- Produce monthly and quarterly statistical reports of services and other statistical reports as requested.
- Manage the daily calendar, communicating with interviewers, forensic specialists and other team members as necessary.
- Co-coordinate client database NCAtrak; manage maintenance and utilization.
- Maintain relationships with interpreting agencies; handle interpreter invoices

Qualifications:

- Bachelor's degree in human/social services or equivalent experience
- An understanding of the dynamics of child abuse and family violence
- An interest in child development and the impact of trauma
- Patience and a proven ability to manage stressful situations
- Demonstrated ability to work independently and as part of a team
- Experience working with culturally, ethnically, developmentally delayed and socio-economically diverse child, adolescent and adult client populations
- Experience working with diverse professionals from child protection, law enforcement, court systems and related community services
- Strong communication skills in interpersonal, written and multimedia vehicles
- 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 healthcare, dental, paid time off, long-term and short-term disability coverage, 401 K retirement plan, and direct deposit.

Closing Date: June 12, 2018

Email Resume and Cover Letter to:

Nancy Seger, Forensic Services Director
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