



**CITY OF ARVADA**  
invites applications for the position of:

## **Forensic Interviewer - Bilingual**

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**SALARY:** \$4,928.61 - \$6,739.12 Monthly  
\$59,143.32 - \$80,869.44 Annually

**OPENING DATE:** 04/08/22

**CLOSING DATE:** 04/22/22 11:59 PM

### **POSITION PURPOSE:**

Starting salary will be determined by the applicant's education, experience, knowledge, skills and abilities, as well as internal equity.

Interview process includes: Application, Interview, PHQ, Polygraph, Background, Fingerprints.

A professional position responsible for interviewing and assisting with interviewing child victims of reported sexual abuse, serious physical abuse, and children who witness violence. This position coordinates professional services for the child and family, manages victim cases, and coordinates the case review process.

### **JOB FUNCTIONS / SCOPE OF AUTHORITY:**

#### **ESSENTIAL JOB FUNCTIONS**

- Coordinates interview schedules with the child victim and family, investigating officer, and social services agencies.
- Obtains necessary information from relatives/caregiver of the child prior to the interview.
- Operates interview recording equipment, and copies recorded interview, as needed.
- Ensures interview rooms and observation rooms are maintained in a appropriate manner.
- Interviews, or participates in the interview of, children where an allegation of sexual abuse, serious physical abuse, related allegation is made or where a child has witnessed a crime, using forensic interviewing techniques using accepted forensic interviewing practices.
- Facilitates pre / post interview multidisciplinary team meeting.
- Ensures the psychosocial well-being of the child during the interview.
- Responds to subpoena and testify when requested.
- Assists in maintaining client and RH statistics.
- Participates in professional development and ongoing training that further the mission of Ralston House.
- Assists executive director with fundraising activities.
- Contributes to the development of Ralston House; recognizes, initiates, and leads improvement activities including assisting with the accreditation process and maintaining accreditation standards.
- Design and create forms, flyers, and brochures as needed.
- Contributes to the efficiency and effectiveness of RH.
- Recognizes initiates and leads improvement activities for RH.
- Engages in collaborative meetings/discussions between relevant community agencies.
- Presents training on child abuse, trauma, and/or forensic interviewing topics to community members and professionals.

- Maintains healthy relationships between all agencies that utilize or receive referrals from Ralston House, including mental health therapists on the RH referral list.
- Attends meetings in community as assigned by executive director, such as child protection team, victim compensation, Colorado Organization of Victim Assistance, MDT Case Review, Victim Service Providers and Community Crisis Response Team, etc.
- Serves as liaison with general public and outside agencies for RH including making presentations to the public.
- Facilitates or participates in RH lead meetings i.e. – Heroes Party, MDT Case Review, Therapist Round Table, etc.
- Assists in fundraisers to support Ralston House.
- Demonstrates a respectful attitude towards customers and coworkers that promotes teamwork, open communication, and effective customer service.
- Acts with the customer in mind, responds to requests promptly and provides effective services or solutions for customers.
- Exercises appropriate level of initiative and judgment to make decisions within the scope of assigned authority.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- In depth knowledge of Forensic Interviewing protocols.
- Knowledge of sexual, physical, and emotional abuse, and their impact on children.
- Knowledge of child development stages, and a demonstrated ability to utilize this knowledge to communicate with children.
- Experience in communicating with a wide-range of children from different cultural backgrounds.
- Knowledge of the criminal justice system, police departments, child protection services, and the courts.
- Ability to read, write and speak English and Spanish proficiently
- Basic knowledge of databases.
- Experience in exercising discretion and maintain a high level of confidentiality, tact, integrity, and ethics in dealing with sensitive matters.
- Experience in effectively researching, writing, editing, and preparing documents and reports.
- Clinical experience working with children and adults
- Clinical interviewing and assessment skills
- Excellent written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the city and the general public in a positive and cooperative manner.
- Strong organizational and customer service skills.
- Basic computer skills.
- Ability to balance responsibilities and quality of service.
- Ability to effectively communicate information, both verbally and in writing, to support organizational objectives and interact with all levels of personnel within the city in a positive and cooperative manner.

## **OTHER FUNCTIONS:**

- Other duties as required.

**—Employees are held accountable for all duties of this job—**

## **SCOPE OF AUTHORITY:**

Receives minimal supervision under the direction of the executive director. Duties and tasks are complex and confidential in nature. Plans own work and the work of others to meet defined work plans and objectives. Some precedents and procedures exist including Arvada Police Department rules and procedures manual, City of Arvada personnel rules and regulations, and Ralston House Operating Procedures. Expected to handle different, specialized, and complicated situations in Ralston House. Has high level of latitude for independent judgment and initiative in resolving problems and prioritizing tasks.

Financial Accountability:

Makes recommendations that affect the outcome of allocation of money for projects.

Makes recommendations to the executive director for budget allocations that pertain to functional area. Manage p-card.

**SUPERVISION EXERCISED:**

May provide functional guidance to other members of the Ralston House, City of Arvada Police Department employees, and/or staff from other governmental and non-governmental agencies.

**WORKING ENVIRONMENT / QUALIFICATIONS:**

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

The work environment/physical activities described here are representative of those an employee encounters while performing the essential functions of the job.

Work is primarily performed in an office at Ralston House with low noise levels. Physical effort and activities include: at times outdoor with exposure to all weather conditions.

Must be able to operate a motor vehicle. Be able to play and supervise children from ages 1 to 18 years old. Light work.

**MINIMUM REQUIRED QUALIFICATIONS (EDUCATION, LICENSE, TRAINING AND EXPERIENCE):**

Bachelor's degree, five years' experience in law enforcement or human services related field or Master's degree in Psychology, counseling, or related field and two years' experience in law enforcement or human services; must undergo and pass thorough background investigation; must pass a polygraph examination. Bilingual, able to read, write and speak English and Spanish proficiently

**VISION MISSION VALUES:**

The City is an Equal Employment Opportunity

The City's Core values are in every employee's individual Performance Plan which helps us to reinforce our expectations for living and working by our Core Values.

Every City employee is expected to perform his/her job to the highest professional standards. This includes upholding the City's values with integrity and accountability, acting in a manner that is respectful and inclusive towards others, and adhering to the City's policy on employee conduct as detailed in the personnel rules sec. 70-143.

**Vision:** We Dream Big and Deliver

**Mission:** We are dedicated to delivering superior services to enhance the lives of everyone in our community.

**Values:**

Innovation: We excel in creativity, flexibility and the use of best practices while valuing diverse backgrounds, ideas and perspectives.

Passion: We are a high performing, inclusive team inspiring each other to pursue excellence.

Opportunity: We value our diversity, embrace possibilities, face challenges, persevere and take action to deliver quality results.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.arvada.org>

Position #2022-00093  
FORENSIC INTERVIEWER - BILINGUAL  
AS

8101 Ralston Road  
Arvada, CO 80002  
720-898-7555

[Aswan@arvada.org](mailto:Aswan@arvada.org)

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## **Forensic Interviewer - Bilingual Supplemental Questionnaire**

\* 1. Are you able to read, write and speak English and Spanish proficiently?

Yes

No

\* 2. Answer "yes" if one of the below statements is true: Possess a Bachelor's degree, five years' experience in law enforcement or human services related field. Possess a Master's degree in Psychology, counseling, or related field and two years' experience in law enforcement or human services.

Yes

No

\* Required Question