

JOB POSTING

Role: Bilingual Forensic Interviewer/Advocacy Specialist

Hours per Week: Full Time, 36 hours per week Non-Exempt

Position Reports to: Child Advocacy Services/ Sexual Assault Services Manager

Salary Range: \$23.00 to \$25.00 per hour BOE

Who we are:

We envision a community where people have agency in their own healing, feel safe to exist as their fullest selves, and have access to resources that meet their needs to thrive.

Now in its 51st year, Solace Sexual Assault Services is the regional full-service sexual assault services provider. Solace has three core Services:

- 1) The Clinical Department provides crisis stabilization, assessment, and therapy to restore strength and a sense of safety to individuals who have experienced sexual violence and other violent crimes.
- 2) The Child Advocacy Center/Sexual Assault Department supports survivors of violence through case tracking, advocacy during sexual assault nurse exams or reporting to law enforcement, resource referrals, and court support. The department is also a nationally accredited Child Advocacy Center that conducts forensic interviews of child victims of sexual or physical abuse.
- 3) The Education & Prevention Department's engages in acts of cultural change through providing comprehensive sexual violence prevention programming, technical assistance, and policy advocacy to schools, government agencies, and community organizations.
- 4) Solace co-houses with the Santa Fe Police Department's Special Victims Unit, Christus St. Vincent's Sexual Assault Nurse Exam Unit, and the New Mexico Immigrant Law Center.

Position Summary:

A forensic interviewer plays an important role in ensuring the safety of children in our community. After receiving specialized training, the forensic interviewer talks to children who have potentially been abused, neglected, or have witnessed violence as a part of the investigative and safety planning process. Forensic interviewers create opportunities for children's voices to be heard in a safe, welcoming environment that centers the needs of each child. The forensic interviewer is part of a multidisciplinary team.

The primary role of the advocacy specialist entails working with survivors of sexual and other violent crimes by using trauma informed strategies to assist them in accessing services and navigating the criminal legal system. This position would entail both remote and in person service provision.

Duties and Responsibilities:

- Support the scheduling of forensic interviews.
- Provide forensic interviewing of children ages 3-17 years of age or adults with intellectual disabilities. (No previous experience as a forensic interviewer necessary- Solace will provide all training.)
- Provide support to the investigation and prosecution of crimes against children multidisciplinary team.
- Provide crisis response services for survivors of sexual and other violent crimes and their families in person and over the phone between 8:00 am and 5:00 pm and on the 24-hour crisis line after-hours. Survivors will include those who may be incarcerated.
- Provide assessment of client service needs and develop a plan to meet those needs in conjunction with other community service providers.



Duties and Responsibilities (cont'd):

- Participate in the communication and coordination of services with other providers.
- Provide advocacy, preparation, and support for victims and families in coordination with the District Attorney and victim advocates at the First Judicial District Court.
- Maintain tracking of Department cases that enter the court system.
- Develop and maintain strong relationships with external agencies while coordinating services for survivors and families.
- Maintain up-to-date client files and records.
- Evaluate program effectiveness using approved tools and measures.
- Assist with compiling data for reports as needed.
- Maintain data collection within established tracking systems.
- Maintain up-to-date client files and records.
- Other duties to support the SVU/FAD as assigned by the SVU/FAD Manager.

Qualifications:

Required Qualifications:

- Bachelor's Degree with at least three years of experience working with families is preferred, but not required. High School Diploma or equivalent required. Active community members without formal higher education are encouraged to apply.
- Bilingual fluency in English and Spanish required.
- Strong working knowledge of state and local resources.
- Strong verbal and written communication skills.
- Flexible and comfortable in a fast-paced environment with shifting priorities.
- Outstanding interpersonal skills reflecting the necessity to shift communication styles to fit the needs of a wide range of cultures, people, and organizations.
- Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.
- Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
- Ability to abide by all mandatory reporting statutes.
- Access to reliable transportation.
- Ability to maintain auto insurance.
- Computer literacy in Windows-based applications.

Desired Qualifications:

- You are excited about working with a team and believe in honest communication between colleagues.
- You enjoy creative problem solving.
- You value community collaboration and building relationships across agencies.
- You value self-care and know how to put that value into practice.
- You are detail oriented and pride yourself on managing multiple tasks without letting things fall through the cracks.



Work Environment:

- While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. While in the Solace offices the noise level in the work environment is usually quiet to moderate and the passage of employees through the work area is average and normal.

Physical Demands:

- While performing the responsibilities of the job, the employee is required to communicate with clients, community and/or stakeholders/community partners.
- The employee is expected to be able to communicate via electronic methods and use Microsoft software and Google Drive.
- The employee will need to sit, stand, or otherwise be mobile within the office.

People of color, LGBTQ individuals, and bilingual (English/Spanish) individuals, and people living in the many intersections of these experiences are encouraged to apply. Solace is an Equal Opportunity Employer and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team.

To Apply: Please send a resume, letter of interest, and 3 references to Maria Jose Rodriguez Cadiz at mjrodcadiz@findsolace.org