

# **Rusk-Panola Children's Advocacy Center**

**POSITION TITLE:** Intake Coordinator/Forensic Interviewer  
**REPORTS TO:** Program Director  
**SCHEDULE:** Full Time; Non-Exempt (Hourly)

The Rusk-Panola Children's Advocacy Center is seeking individuals that are highly motivated, ethical, professional, and committed to breaking the cycle of child abuse by providing a compassionate and secure environment for child and families seeking our assistance.

Successful candidates will be able to review DFPS Statewide Intake notifications of child abuse and neglect daily, work with sensitive information about child abuse victims and partner agency personnel at supervisory and front line levels, and demonstrate a high level of written and oral communication skills, organizational skills, computer skills, collaborative capabilities. The Intake Coordinator will also be trained to conduct forensic interviews with children who are reported to be victims of abuse and will be responsible for interviewing approximately 15%-20% of the children brought to the CAC for services. The Forensic Interviewer strives to solicit details of the alleged abuse, or screen children who may be at-risk for abuse, as part of the beginning stages of the investigative process.

**MINIMUM REQUIREMENTS:** Bachelor's Degree (minimum) with degree in management/administration, social work, law enforcement or related fields. Bilingual (English/Spanish) candidates encouraged to apply. Position involves sensitive and confidential information about child abuse victims and partner agency personnel at all levels. Strict confidentiality must be maintained. Must pass a thorough criminal background investigation.

Please send resumes to [jalejandro@rusk-panolacac.com](mailto:jalejandro@rusk-panolacac.com)

Position closes 5/09/2022 or until position is filled.

The Rusk-Panola Children's Advocacy Center is an equal-opportunity employer.