

**Job Title: CPT Intake Coordinator/Forensic Interviewer****Organization:** Midland Rape Crisis and Children's Advocacy Center**Location:** Midland, TX**Closing Date:** Open until filled**Job Description:**

Under the supervision of the CAC Program Director, the Coordinator has primary responsibility for reviewing intakes received from Statewide Intake and making informed decisions in regards to CAC criteria for services and conducting forensic interviews. Enter all CAC applicable data into the appropriate system. Provide/generate data from the CAC data system for grant reporting. Greet clients when they come to the Midland Rape Crisis Center CAC department and assist with CAC related phone calls and daily tasks. Provide support services to victims of sexual assault, sexual abuse, incest and their non-offending family members. Participate in community interactions which promote visibility and awareness of the programs and services of the Midland Rape Crisis Center. Understand the purpose and function of the Midland Rape Crisis Center and is knowledgeable of all existing policy and procedures.

**Position Responsibilities:**

- Receive and preliminary review of Statewide Intakes on a daily basis and compile all intakes for further review, if needed.
- Staff intakes with Program Director as needed in determination of CAC criteria.
- Document all intakes received into CAC database as established by the Center.
- Identify all intakes that are in accordance with CAC criteria.
- Reference all current scheduled interviews to make sure that all intakes needed for referral of interviews are completed on time.
- Coordinate with CPT member's to schedule interviews and insure they are scheduled within timeframes.
- Ensure that all documentation is secured in accordance with established CAC policy and procedures.
- Generate reports tracking intake activity and outcomes in accordance with the position
- Liaison between law enforcement, district attorney, county attorney, TDFPS, SANE nurses, MRCCAC therapists and other community agencies as needed
- Work on 24-hour call for emergency interviews/staffing.
- Work with CAC staff in coordinating CPT staffing and providing current case information in accordance with established CAC policy and procedures.
- Assist with other duties as directed by the CAC Program Director.

**Forensic Interviews:**

- Use established protocol to conduct forensic interviews with children or developmentally delayed adults who are alleged victims of abuse or witnesses to violent crimes.
- Document intake data and schedule interviews.
- Keep updated on new research and developments in forensic interviewing of child sexual abuse.
- Testify in criminal court when subpoenaed

**Education:**

- A baccalaureate degree is required in a field, which relates to the mission and objectives of the Midland Rape Crisis and Children's Advocacy Center. Education and qualifications may be substituted with at least 3 years of experience in a human services field.

**Qualifications:**

- Show an understanding and appreciation of the vital importance of the Midland Rape Crisis Center and their role within the community.
- Show the ability to effectively communicate both orally and in writing.
- Ability to effectively organize a variety of tasks and deal with a wide variety of people.
- Must be able to maintain confidentiality.
- An ability to work with all victims of sexual assault, sexual abuse and incest without bias or prejudice regarding prostitution, drug abuse, the use of alcohol, difference in abilities, age, race color, creed or religious affiliation.

**How To Apply**

To apply send resume to: [kcrouse@mrccac.org](mailto:kcrouse@mrccac.org). or call center at 432-682-7273