SOLACE CRISIS TREATMENT CENTER
Job Description
Part time Bilingual Forensic Interviewer

Position: Bilingual Forensic Interviewer
Hours: Part Time (20 hrs/wk) Must be available to work 4 hours per day, Monday – Friday within business hours (8a – 5p)
Reports to: Special Victims Unit/Family Advocacy Department (SVU/FAD) Manager
Location: Santa Fe, NM
Salary: Starting range- $17.00-$21.00
Deadline: Open until Filled

Who We Are:
Solace Crisis Treatment Center has been restoring strength for over 47 years. Formerly known as Santa Fe Rape Crisis and Trauma Treatment Center, Solace provides a safe place to receive evidence-based therapy for post-traumatic stress, complex trauma, anxiety, and depression disorders for survivors of rape and sexual assault. Other services include victim advocacy, forensic interviewing, and primary prevention programs. We are accredited through the National Children’s Alliance as a Family Advocacy Center for children and their families in cases of abuse, neglect, or the witnessing of violent crime.

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, and coordinates closely with law enforcement, Children, Youth and Family Services, advocates, sexual assault nurse examiners, and mental health providers to ensure children throughout our community are safe and receive justice. The forensic interviewer will have many opportunities to grow and collaborate alongside fellow staff and partners, and is an ideal role for anyone who enjoys working with children and in a dynamic environment that allows them to use creativity, collaboration, and intuition to make their community safer.

Duties and Responsibilities

Direct Service:
- 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.
- 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.

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.

TO APPLY:
Interested candidates should email a letter of interest, resume, and three professional references to the Executive Director, María José Rodríguez Cádiz, at mjrodcadiz@findsolace.org.

Solace Crisis Treatment Center is an Equal Opportunity Employer. Solace strives to build a multicultural and equitable work environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.