

# Forensic Service Specialist

**Position Title:** Forensic Services Specialist

**Supervisor:** Forensics Services Manager

**Classification:** Full-Time (40 hrs/week) / Non-Exempt/Benefits Eligible

**Company Overview:** CornerHouse is a nationally recognized children's advocacy center dedicated to the safety and wellbeing of children impacted by abuse. We facilitate a coordinated response for children disclosing abuse, we provide trauma-informed services to help children and families recover and heal, we use our expertise to train professionals across the country to improve services, and we work to prevent abuse before it occurs.

**Position Summary:** The Forensic Service Specialist is a part of a team of cross-trained individuals responsible for facilitating a trauma-informed, multi-disciplinary response for children alleging abuse and their families while also overseeing the dissemination and protection of forensic evidence**.**

# Responsibilities:

* Promote effective, efficient procedures among Forensic Specialists.
* Provide floating staffing coverage when other Specialist team members are absent.
* Assist with forensic specialist projects, such as re-accreditation.
* Participate in the rotation of Forensic Services Specialists by regularly covering Intake, Client Services and Video Recording tasks.
* Establish priorities for self in organizing work, managing time and carry out other job duties as assigned by supervisor.
* Coordinate work with others in a manner that fosters shared ownership, mutual respect and cooperation.
* Respond to information requests in consultation with supervisors and the agency’s pro bono attorneys in accordance with agency policy
* Coordinate communication with medical partners, CornerHouse staff and other multidisciplinary team members to ensure high quality service and continuity of care.
* Track and distribute civil and criminal court subpoenas.
* Maintain confidentiality of personnel and clients information and records.
* Organize and maintain current and accurate filing system including client tracking.
* Participate in developing program goals, data tracking, and program evaluation.
* Support facilities as needed

# Required Qualifications:

* Bachelor’s degree in human/social services or equivalent experience.
* Patience and a proven ability to manage stressful situations
* Demonstrated ability to work independently and as part of a team
* Experience working with culturally, ethnically, developmentally delayed and socio-economically diverse child, adolescent and adult client populations.
* Ability to greet guests with care, compassion and helpfulness.
* Strong communication skills in interpersonal, written and multimedia vehicles
* Computer competency, including Windows XP, Word and Excel

# Preferred Qualifications:

# An understanding of the dynamics of child abuse and family violence

* Experience working with diverse professionals from child protection, law enforcement, court systems and related community services
* Experience working with in a confidential setting.

**Compensation and Benefits:** The salary range for this position is dependent on qualifications. CornerHouse offers a generous benefits package which includes comprehensive health benefits, a 401k match, generous paid time off, and paid holidays. To apply, please send a resume and cover letter to mallory.tinglov@childrensmn.org.

CornerHouse is an EEO/AA employer: women, minorities, people with disabilities, and veterans are encouraged to apply. Cultural responsiveness is essential to achieving our mission. Our aspirational aim is to advance equity and work toward building a multi-cultural workplace community that balances culturally responsive practice with internal self-awareness and reflection.

This requires a commitment, by every employee, to increase awareness of our own cultural beliefs, values and biases; self-reflection and individual growth; and to actively integrate diversity, equity, and inclusion into our organizational culture at CornerHouse.

**In accordance with the Americans with Disabilities Act, the above is intended to summarize the**

**essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.**