



Solace Sexual Assault Services Job Posting

Position: Family Advocacy Specialist/Bilingual Forensic Interviewer

Hours: 36 hours a week: 4-day work week, Non-Exempt

Wages: \$23.00 to \$25.00 per hour - DOE

Reports to: Child Advocacy Center/Sexual Assault Services Manager

Location: Santa Fe, NM

Who we are:

Solace Sexual Assault Services has been restoring strength for over 50 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.

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:

1. Support the scheduling of forensic interviews.
2. 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.)
3. Provide support to the investigation and prosecution of crimes against children multidisciplinary team.

4. 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.
5. Provide assessment of client service needs and develop a plan to meet those needs in conjunction with other community service providers.
6. Participate in the communication and coordination of services with other providers.
7. Provide advocacy, preparation, and support for victims and families in coordination with the District Attorney and victim advocates at the First Judicial District Court.
8. Maintain tracking of Department cases that enter the court system.
9. Develop and maintain strong relationships with external agencies while coordinating services for survivors and families.
10. Maintain up-to-date client files and records.
11. Evaluate program effectiveness using approved tools and measures.
12. Assist with compiling data for reports as needed.
13. Maintain data collection within established tracking systems.
14. Maintain up-to-date client files and records.
15. Other duties to support the CAC/SAS as assigned by the CAC/SAS Manager.

Qualifications:

Required Qualifications:

1. 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.
2. Bilingual fluency in English and Spanish required.
3. Strong working knowledge of state and local resources.
4. Strong verbal and written communication skills.
5. Flexible and comfortable in a fast-paced environment with shifting priorities.
6. Outstanding interpersonal skills reflecting the necessity to shift communication styles to fit the needs of a wide range of cultures, people, and organizations.
7. Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs.

8. Ability to serve clients with compassion, a belief that they are the experts in their own healing, and with strong professional boundaries.
9. Ability to abide by all mandatory reporting statutes.
10. Access to reliable transportation.
11. Ability to maintain auto insurance.
12. Computer literacy in Windows-based applications.

Desired Qualifications:

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

Work Environment:

1. 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.
2. 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:

1. While performing the responsibilities of the job, the employee is required to communicate with clients, community and/or stakeholders/community partners.
2. The employee is expected to be able to communicate via electronic methods and use Microsoft software and Google Drive.
3. 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