



TREE TOP CHILD ADVOCACY CENTER

130 Ski Hill Road, Suite 200
Breckenridge, CO 80424
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JOB DESCRIPTION

Position Information

Title: Bilingual Forensic Interviewer & Family Victim Advocate
Wage Grade: \$66,560 - \$75,000
Schedule: Full-Time (hybrid)
FLSA Position Status: Non-Exempt
Reports To: Operations Manager
Primary Work Site: TreeTop Main Office – Breckenridge, CO
Date Created: June 2026

Employment Opportunity

TreeTop Child Advocacy Center is seeking a compassionate, highly skilled professional to join our multidisciplinary team as a Forensic Interviewer & Case Manager. This position plays a critical role in supporting children, adolescents, vulnerable adults, and their families through the investigation and response process following allegations of abuse, neglect, violence, or exploitation.

The successful candidate will conduct developmentally appropriate, trauma-informed forensic interviews, provide case coordination and support services, collaborate with multidisciplinary partners, and participate in community outreach and education efforts throughout the region.

This position offers the opportunity to make a meaningful impact while working alongside law enforcement, child protection professionals, medical providers, prosecutors, mental health professionals, and community partners dedicated to protecting vulnerable individuals and promoting healing.

Position Summary

The Forensic Interviewer & Case Manager provides specialized, developmentally appropriate forensic interviews for children, adolescents, and vulnerable adults who are alleged victims of abuse, neglect, violence, exploitation, or who may have witnessed a crime. Utilizing nationally recognized forensic interviewing protocols, the interviewer conducts neutral, legally defensible interviews designed to obtain accurate and complete information for investigative purposes.

In addition to forensic interviewing responsibilities, this position provides case

management services to support victims and non-offending caregivers through the multidisciplinary response process. The position also participates in community outreach, professional training, and public awareness activities that support TreeTop's mission and strengthen community partnerships.

Essential Functions – Forensic Interviewing

- Conduct developmentally appropriate, trauma-informed forensic interviews of children, adolescents, and vulnerable adults.
- Schedule and coordinate forensic interviews with MDT partners.
- Provide video-recorded forensic interviews in support of investigations in accordance with the Forensic Interview Recording Transfer Policy.
- Conduct interviews at TreeTop facilities and approved off-site locations as necessary.
- Maintain neutrality and objectivity throughout the interview process.
- Prepare accurate, timely, and thorough forensic interview summary report documentation.
- Participate in monthly scheduled MDT case review meetings and provide insight, updates, and experience regarding interviews conducted.
- Respond to ALL subpoenas to provide testimony in civil, criminal, and administrative proceedings.
- Participate in local, regional, state, and national peer review opportunities as directed by operations manager and nationally accredited standards.
- Remain current on best practices, research, and emerging issues in forensic interviewing and trauma response.
- Complete all required continuing education requirements as directed by operations manager and nationally accredited standards.

Case Management & Family Support

- Serve as a point of contact for children, vulnerable adults, and non-offending caregivers.
- Provide information regarding the multidisciplinary team process and available services.
- Assist families in accessing mental health, medical, victim advocacy, legal, and community resources.
- Maintain ongoing communication with non-offending caregivers and service providers relevant to case management and support.
- Monitor referrals and service connections to ensure identified needs are addressed.
- Maintain accurate case records and electronic data systems.
Participate in case tracking and follow-up activities.

Multidisciplinary Team Collaboration

- Collaborate effectively with law enforcement, child protective services, prosecutors, medical providers, mental health professionals, and community partners.
- Participate in monthly MDT case review meetings and related activities.
- Maintain professional working relationships with partner agencies.
- Support coordinated investigations while preserving interview integrity.

Community Outreach & Education

- Represent TreeTop at community events, professional meetings, and public awareness activities.
- Assist with community education initiatives focused on child abuse prevention and trauma-informed practices.
- Provide training and presentations to partner agencies, schools, and community organizations.
- Promote awareness of TreeTop services and strengthen community partnerships.
- Assist with outreach campaigns and special events.

Administrative Responsibilities

- Maintain confidential records in accordance with agency policies and applicable laws.
- Prepare reports, correspondence, training materials, and meeting documentation.
- Assist with scheduling, data collection, grant reporting, and program evaluation activities.
- Participate in agency meetings and planning initiatives.
- Perform other duties as assigned.

Professional Development Requirements

- Complete an nationally approved minimum 40-hour forensic interview training.
- Participate in ongoing professional development consistent with national accreditation standards.
- Attend a minimum of 8 hours of continuing education every two years relevant to forensic interviewing (this is subject to change in accordance with national accreditation standards).
- Attend a minimum of 8 hours of continuing education every two years relevant to family victim advocacy (this is subject to change in accordance with national accreditation standards).
- Attend other relevant training assigned by executive director or operations manager.
- Participate in peer review, peer supervision, and case consultation activities.

Qualifications

- **Required:**
 - Bilingual/Biliterate in English and Spanish.
 - Bachelor's degree in Social Work, Psychology, Criminal Justice, Human Services, Child Development, or related field; equivalent experience may be considered.
 - Minimum two years of experience working with children, families, vulnerable adults, victim services, child welfare, law enforcement, behavioral health, or related fields.
 - Strong verbal and written communication skills.
 - Knowledge of child abuse dynamics, trauma, victimization, and multidisciplinary response models.
 - Ability to maintain confidentiality and professionalism.
 - Valid driver's license and successful completion of required background checks.

- **Preferred:**
 - Experience conducting forensic interviews.
 - Experience in case management, victim advocacy, or family support services.
 - Knowledge of child protection and law enforcement investigative procedures.
 - Experience working within a multidisciplinary team environment.

Physical Requirements

- Ability to sit for extended periods while conducting interviews and completing documentation.
- Ability to communicate effectively in person, by telephone, and through electronic communication.
- Occasional standing, walking, bending, reaching, and lifting materials.
- Ability to travel both in and out of the for interviews, meetings, training, and outreach events.

Equal Employment Opportunity

TreeTop Child Advocacy Center is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable law.

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and interest in the position to
careers@treetopcenter.org
Applications will be reviewed on a rolling basis until the position is filled.