



Position Description

Position Title: Manager of Forensic Services

Reports To: Chief Executive Officer (CEO)

Schedule: Full-Time, Monday-Friday 8:00- 5:00 (flexibility required)

General Description

The SafeSpot Manager of Forensic Services is a member of the Fairfax County Child Abuse Multidisciplinary Team (MDT) and oversees daily operations of SafeSpot's Forensic Services Program. This role supervises Forensic Interviewers and Family Advocates; conducts forensic interviews and provides advocacy services as needed; serves on the SafeSpot Leadership Team; collaborates with MDT partners; and communicates decisions clearly while respecting each agency's mandates. The Manager ensures that children and families receiving forensic services at SafeSpot are served in a child-centered, trauma-informed, culturally responsive, and developmentally supportive environment.

Duties and Responsibilities

- Provide oversight and management of the Forensic Services Program, ensuring strong, consistent service delivery and client care aligned with SafeSpot's mission, values, and goals.
- Provide direction, supervision and ongoing support to the forensic services team, including two Forensic Interviewers and three Family Advocates.
- Manage the forensic interview schedule, including after-hours and offsite requests, and provide on-demand case consultation to Forensic Interviewers, Family Advocates, and the MDT partners.
- Assign cases within the SafeSpot forensic services team and track program caseloads.
- Conduct forensic interviews and/or provide family advocacy services for children and families impacted by abuse, exploitation, human trafficking, family and community violence, or other crimes.
- Develop and maintain effective working relationships, fostering unity among SafeSpot staff and the MDT partners.
- Oversee data collection for monthly and quarterly review of program outcomes and client satisfaction by the Leadership Team, Board of Directors, MDT, and grantors.

- Maintain and ensure the integrity and accuracy of program data and service delivery; the quality and confidentiality of electronic and paper case files; and appropriate use of program supplies and other inventory.
- Maintain consistent communication with the SafeSpot Leadership Team, MDT agencies, federal investigative agencies, and other community partners.
- Serve as a collaborative member of the SafeSpot Leadership Team and participate in decisions related to the overall administration of the agency and its operations.
- Participate in MDT case review meetings by providing forensic interviewing and family advocacy guidance, sharing case updates, and supporting follow-through on MDT recommendations.
- Attend required staff meetings, trainings, and conferences, and maintain continuing education for the Forensic Services Program in accordance with national standards.
- Participate in county- and state-wide committees and working groups as appropriate to represent SafeSpot's role in facilitating the community's coordinated response to child abuse allegations.
- Participate in court proceedings and provide expert-witness testimony as requested.
- Organize and facilitate SafeSpot-hosted Forensic Interview Peer Review for Fairfax County MDT partners and other Northern Virginia child abuse MDTs in collaboration with Child Advocacy Centers of Virginia (CACVA).
- Participate in regular supervision with the CEO.
- Other duties as assigned.

Required Qualifications and Experience:

- Minimum of a bachelor's degree from an accredited university/college in counseling, social work, psychology, juvenile justice, criminal justice, or related field.
- Minimum of five (5) years' experience providing direct service to children and families who have experienced sexual abuse, physical abuse, and/or domestic violence.
- Proven leadership and program management experience.
- Minimum of three years of direct supervisory experience.
- Knowledge and training in child development, mental health, trauma, child welfare, and the criminal justice system.
- Previous training in one or more nationally recognized, evidence-based forensic interview models/protocols is not required, but preferred.

Knowledge, Skills, and Abilities:

- Previous work experience at a Children's Advocacy Center or child abuse MDT preferred.
- Excellent interpersonal skills and strong spoken and written (English) communication skills; bilingual English/Spanish preferred.

- Ability to work effectively under pressure and stressful conditions while demonstrating discretion, sound judgment, and appropriate handling of confidential and sensitive information.
- Demonstrated cultural competency, professional ethics, and boundaries while fostering an environment of acceptance, respect, and understanding for individuals from diverse socioeconomic, religious, and cultural backgrounds.
- Excellent organizational and computer skills to manage workload and related responsibilities.
- Ability to work independently while maintaining a flexible schedule and adapting to changes in agency and MDT protocols.
- Possession of a valid driver's license and proof of insurance.
- Ability to work alongside a certified Facility Dog.
- Must pass nationwide criminal history and child abuse registry background checks.

Additional Information

- Schedule is based on the needs of the program and MDT; flexibility is required.
- Some evenings and weekends are required.

Compensation and Benefits

This is a full-time position offering a comprehensive benefits package, including medical, dental, and vision insurance; retirement benefits; annual leave; paid holidays; and family leave. The salary range for this position is \$71,000 to \$100,000 annually, with final compensation determined based on qualifications and relevant experience.

Application Process

To apply please send a cover letter, resume, and references to info@safespotfairfax.org no later than Friday, September 11, 2026.

SafeSpot provides equal employment opportunities for all applicants for employment and does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, place of residence or business, military service, and/or any other basis protected by federal or Virginia law. This policy extends to all aspects of employment opportunity including, but not limited to, hiring, compensation, benefits, promotion, transfer, layoff, termination, retirement, placement, training, and all privileges, terms, and conditions of employment.