



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 the daily operations of the SafeSpot Forensic Services Program. Responsibilities include supervising Forensic Interviewers and Family Advocates, serving on the SafeSpot Leadership Team, collaborating with MDT partners, and communicating decisions clearly while respecting each agency's mandates. The role ensures a child-centered, trauma-informed, and culturally and developmentally supportive environment for children and families receiving forensic services at SafeSpot.

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.
- Work with CEO to recruit, interview, hire, and train new Forensic Services staff.
- 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 clients who have allegedly experienced or witnessed abuse, exploitation, human trafficking, community violence, or other crimes, as needed.
- Oversee data collection for monthly and quarterly review of program outcomes and client satisfaction by the Leadership Team, Board of Directors, MDT, grantors, and donors.
- Maintain and ensure the integrity and accuracy of program data and service provision; the quality and confidentiality of electronic and paper case files; and appropriate use of program supplies and other inventory.

- Develop and maintain effective working relationships, fostering unity among SafeSpot staff and the MDT partners.
- 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.
- Work closely with the Manager of MDT Advancement preparing for Fairfax County and Fort Belvoir MDT Case Review meetings, assist with providing 75% statistical data, present at quarterly MDT Orientation and communicate about updates and changes with MDT partnering agencies.
- Participate in MDT case review meetings, providing guidance and case updates on forensic interviewing and family advocacy, and ensuring 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, or related fields.
- 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, including 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, and minimum of 600 forensic interviews conducted.
- Previous training in one or more nationally recognized family advocacy models and experience providing direct services to non-offending caregivers.

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. Current benefits include health, dental, and vision insurance, retirement, annual leave, paid holidays, and family leave. Salary is competitive and dependent on qualifications and experience.

Application Process

To apply please send a cover letter, resume, references, and salary requirements to info@safespotfairfax.org no later than April 3, 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.