

CHILDHAVEN, INC. JOB DESCRIPTION

JOB TITLE: Multi-Disciplinary Team (MDT) Coordinator
FLSA STATUS: Non-Exempt (Hourly)
REPORTS TO: Children's Advocacy Center Program Director
HOURS: Full-time position Monday-Friday. 1 hour lunch.

GENERAL STATEMENT OF DUTIES:

The Multi-Disciplinary Team (MDT) Coordinator facilitates a coordinated approach in the investigation of child abuse and neglect. This position works very closely with Law Enforcement, Child Protective Services (CPS), the District Attorney's office, medical professionals, mental health professionals, victim advocates, probation and various other professionals who may be involved in child abuse/neglect investigations. Position is responsible for ensuring effective communication, efficient processes, substantial training, and consistent adherence to NCA Accreditation Standards as they relate to the MDTs. Conduct the multi-disciplinary team meetings, establish and maintain healthy relationships among the MDT members and their partner agencies.

PRIMARY DUTIES:

1. To prepare and distribute agendas for the Multidisciplinary Team, summarize the decisions and action plans of the Multidisciplinary Team, update and maintain the case tracking system and provided statistical data as requested.
2. To earn the respect of the Multidisciplinary Team and foster open and positive relationships with law enforcement, Child Protective Services and the district attorney's office while promoting best practices for child abuse investigation and treatment.
3. To promote improve communication, coordination, and accountability across agency lines.
4. To model facilitation skills for the Multidisciplinary Team, keeping the process focused on solutions.
5. To work closely with members of the Multidisciplinary Teams to address issues as they arise and resolve conflict.
6. To build positive relationships between/with all partner agencies and representatives, including conducting outreach to new members and conducting regular new member orientation
7. To identify disseminate relevant resources and coordinate pertinent trainings for MDTs
8. Work closely with MDTs to review county MDT protocols annually and assure that they align with current national recommendations for standards of best practice in the field, assuring protocols are reviewed, updated, and signed every 3 years, at minimum, or as new signing members join.
9. Provide input on case monitoring, case review and case tracking to others involved in ongoing cases, in collaboration with staff from Childhaven and partner agencies
10. Ensure coordination of internal services/scheduling and funding verification
11. Assure quality improvement by conducting audits and tracking timelines to assure timely access to services.
12. Ensure all victims and/or their families are provided with high-quality services regardless of race, religion, ethnicity, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.

Job Description: Part 2

13. Various administrative duties and special projects as assigned
14. Occasional travel to/from our satellite office and occasional out of state training.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Working knowledge of child development, child abuse, domestic violence and family dynamics.
2. Completion of the TTAC training series and NCA Standards (Bootcamp-II) within 90 days of hire, and NCATrak
3. Must have excellent computer skills, familiarity with Microsoft Office Suite- Proficient in utilizing computer programs and spreadsheets to allow for the ability to track and maintain data entry efficiently.
4. Knowledge of local community resources and social service delivery systems
5. Strong, effective communication skills (verbal and written) and organizational skills
6. Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identify/expression
7. Ability to work with a complex network of MDT partner agency personnel
8. Skilled or willing to be trained in Group Dynamics/Facilitation

QUALIFICATIONS:

1. AA degree plus relevant experience OR Bachelor's degree in a human services field or similar, preferred.
2. At least 25 years of age or older to be eligible to drive Childhaven vehicles and a Current, Valid NM Driver's License and clean driving record.
3. Must pass local, state, and federal background checks (including fingerprints)
4. Ability to develop positive relationships internally and externally.
5. Minimum of 24 hours of ongoing training per year.
 - a. Must obtain and maintain CPR/First Aid and CPI certification within 90 days.
6. Must pass local, state, and federal background checks (including fingerprints).
7. Must have reliable transportation and ability to become a driver for Childhaven (age 25 or older with a current and valid NM Driver's License, and a clean driving record).
8. Abide by state licensing regulations and standards, and Childhaven policies and procedures.

SIGNATURES:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position. Failure to complete these duties may result in termination or resignation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____