

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, in-person position Monday-Friday

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), prosecution, medical professionals, mental health professionals, victim advocates, schools, probation and various other professionals who may be involved in child abuse/neglect investigations. The position is responsible for ensuring accurate data and tracking cases, effective communication, efficient processes, training, and consistent adherence to NCA Accreditation Standards as they relate to the MDTs. The position facilitates the multi-disciplinary team meeting in two counties and establishes and maintains healthy relationships among the MDT members and their partner agencies.

PRIMARY DUTIES:

MDT Coordination & Facilitation

1. Prepare and distribute timely agendas for the Multidisciplinary Team meetings, summarizing the decisions and action plans made.
2. Update and maintain the case tracking system and provide statistical data as needed.
3. Earn the respect of the MDTs by fostering open and positive relationships with law enforcement, CPS, and prosecution and other MDT members while promoting NCA standards for child abuse investigation and treatment.
4. Promote increased communication, coordination, and accountability across agency lines.
5. Model exemplary facilitation skills for the Multidisciplinary Teams, keeping the process focused on solutions.
6. Work closely with members of the Multidisciplinary Teams to address issues as they arise and resolve conflict.
7. Build positive relationships between/with all partner agencies and representatives, state and tribal, including conducting outreach to new members and conducting regular new member orientation.
8. Identify and disseminate relevant resources and coordinate pertinent trainings for MDTs.
9. 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 the MDT.

Case Review & Data Coordination

10. 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.
11. Ensure coordination of other agency's use of NCATrak database for more timely and accurate data sharing.
12. Work with Services Coordinator and Advocates to assure quality improvement by running reports and tracking timelines to assure timely access to services.

Other Duties

13. 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.
14. Attend to various duties and special projects as assigned.
15. Open to travel to/from our satellite office in Gallup, out of town trainings, and to perform outreach.
16. MDT Coordinator/Facilitator or designee will participate in all CAC provider meetings held quarterly and will meet with the CYFD prevention and initiatives Bureau Program Specialist at least once per quarter.
17. Meet program goals, objectives, productivity standards, and outcomes.
18. Participate in regular self-care and wellness activities.
19. Abide by NMCA standards and Childhaven policies and procedures.
20. Follow supervisor's directions.

QUALIFICATIONS:

Education and Experience

1. AA degree or equivalent college courses plus relevant experience (or) Bachelor's degree in a human services field or similar, preferred.

Skills and Competencies

2. Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.
3. Ability to develop positive relationships internally and externally.
4. Ability to work with a complex network of MDT partner agency personnel.
5. Skilled or willing to be trained in Group Dynamics/Facilitation of meetings.
6. The ability to speak publicly in small to large groups when facilitating monthly MDT meetings.
7. Strong, effective communication skills (verbal and written) and organizational skills.
8. Must have excellent computer and database management skills.
 - a. Ability to work with Microsoft Office Suite, creating agendas and power points for monthly meetings
 - b. Proficient in utilizing computer programs and pulling reports on databases to allow for the ability to track and maintain data and inform the program and MDT agencies on progress.
9. Knowledge of child development, child abuse, domestic violence and family dynamics.
10. Knowledge of local community resources and social service delivery systems.

Additional Requirements

11. 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).
12. Must pass local, state, and federal background checks (including fingerprints)
13. Abide by state licensing regulations and standards, and Childhaven policies and procedures.
14. Minimum of 24 hours of ongoing training per year.
 - a. Continuing education consisting of a minimum of 8 hours per every 2 years of CEU/CME credits.
 - b. Completion of the advocacy training series, NCA Standards (Bootcamp-II), facilitator training, trauma trainings, VOCA VAT training certificates, and NCATrak within 90 days of hire.
 - c. Must obtain and maintain CPR/First Aid and Crisis Prevention Intervention (CPI) certification.

JOB DESCRIPTION PART 2

DIRECTIONS: This form lists various physical and mental requirements that enable us to describe the requirements for the position listed above.

None: Not required in this position	Occasional: Performed or encountered 1% to 33% of the work time	Regular: Performed or encountered 34% to 66% of work time	Frequent: Performed or encountered 67% to 100% of work time
1. Mobility, Climbing 2. Lifting/Carrying more than 50 Pounds	3. Operating Office Equipment (Other than Computer) 4. Speaking to Large Groups 5. Lifting/Carrying 5 Pounds 6. Lifting/Carrying 6 to 20 Pounds 7. Lifting/Carrying 21 to 30 Pounds 8. Lifting/Carrying 31 to 50 Pounds 9. Mobility, Crawling 10. Environmental Conditions Indoors - Cold/Heat 11. Environmental Conditions - Dust, Smoke, Fumes 12. Environmental Conditions Outdoors – Rain, Snow, Cold, Heat 13. Driving Company Vehicle	14. Move Freely About Office 15. Using Telephone 16. Mobility, Walking 17. Mobility, Standing 18. Mobility, Bending 19. Visual Requirements Close-up Work 20. Visual Requirements Reading Computer Monitor 21. Visual Requirements Reading for Long Periods 22. Produce Written Documents 23. Dexterity, Handling Objects 24. Dexterity, Reaching for Objects 25. Dexterity, Grasping Objects 26. Dexterity, Fingering/Touching Objects 27. Dexterity, Ability to Feel Objects 28. Hearing on the Telephone 29. Speaking on the Telephone 30. Speaking in Person 31. Exposure to Stressful Situations 32. Public Contact, via Phone 33. In Person, Public Contact 34. Decision-making Stress 35. Environmental Conditions – Noise	36. Sitting For Long Periods 37. Using Computer 38. Visual Requirements Overall Vision: 39. Hearing Normal Speech 40. Concentration

Please list any pre-existing medical conditions that may limit your ability to perform the job requirements.

SIGNATURES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. 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: _____