

Champaign County Job Description

Job Title: Multidisciplinary Team (MDT) Coordinator

Department: Children's Advocacy Center

Reports to: Executive Director

FLSA Status: Exempt

Grade Range: H

Date Approved: June, 2017

SUMMARY The Multidisciplinary Team (MDT) Coordinator facilitates a coordinated approach in the investigation of sexual and serious physical abuse. The Coordinator works in conjunction with service providers on the MDT team (law enforcement, Department of Children & Family Services, the state's Attorney's Office, medical professionals, mental health professionals, victim advocates) and various other professionals who may be involved during the investigation. The MDT also completes forensic interviews as needed.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Earns the respect of the multidisciplinary team and fosters open and positive relationships with law enforcement, department of Children and Family Services and the prosecuting attorney while promoting best practices for child abuse investigations and treatment.

Conducts Forensic interviews.

Promotes the utilization of the children's Advocacy Center in accordance with team protocol per Children's Advocacy Center Act.

Works closely with the MDT in coordinating and facilitating the multidisciplinary case review for active child abuse and neglect investigations including suspicious child deaths.

Assists with prevention/education curriculum development and presentations.

Works closely with the MDT in coordinating and facilitating the multidisciplinary case review for active investigations.

Improves communication and provides case coordination between medical providers and the child welfare investigators and criminal investigators. Maintains relationships and MOUT's with medical providers in their service area and coordinates with other medical experts when further evaluation is warranted.

Refers child victims and their families to appropriate community agencies such as crisis intervention; legal advocacy; counseling agencies for medical, mental, physical, social and educational needs.

Provides case coordination with law enforcement, child protective services, and medical providers when reports of serious injuries of children under age 3 are made. These injuries include cuts, welts, bruises, burns, internal injuries, bone fractures and head trauma.

Prepares and distributes agendas for the multidisciplinary team, summarized the decisions and actions plans of the multidisciplinary team, updates and maintains a tracking system and provides statistical data as required.

Ensures the MDT unit model approach is carried through on all decision-making regarding cases and in the interest of the child.

Familiar with the NCA Standards for accreditation for the multidisciplinary team and case review and provides leadership in maintaining the standards.

Works closely with the members of the MDT to review and update team protocols annually.

Works closely with the State-Wide MDT Coordinator.

Coordinates Peer Review meetings with MDT members and coordinates annual MDT conference.

Ensures culturally competent services are provided to all families served without regard to race, ethnicity, religion, socioeconomic status, disability, gender or sexual orientation.

Available on-call outside of normal business hours as required to provide essential services.

Prepares for, and testifies during legal proceedings.

SUPERVISORY RESPONSIBILITIES May provide some direct supervision to interns and volunteers.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree human service or a related field with relevant experience working with children and families. Three years of previous experience in criminal justice, human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports and business correspondence. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to formulate a plan of action and/or determine techniques for handling sensitive topics in interviews or similar situations using a high-degree of analytical skills.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.