



## Multi-Disciplinary Team Services Coordinator

**REPORTS TO:** DIRECTOR OF PARTNER RELATIONS AND CASE MANAGEMENT

**COMPENSATION:** COMMENSURATE WITH EXPERIENCE

**EXEMPT STATUS:** SALARIED, NON-EXEMPT

**COMMITMENT TYPE:** FULL TIME

**BASE OF OPERATIONS:** ROCKWALL, TX

### JOB SUMMARY:

The Multi-Disciplinary Team Services Coordinator interacts directly with the multi-disciplinary team (MDT), supporting the coordination of efforts among the team's child abuse professionals on behalf of child victims. This position is responsible for assisting in the initiation of the MDT response, enhancing communication and information sharing in joint investigations, and developing relationships with members of the MDT. This position will also assist in documentation of recommended services, and case tracking.

### ESSENTIAL FUNCTIONS:

- Review notifications of child abuse and neglect from the DFPS Statewide Intake
- Maintain tracking and logging process for incoming Statewide Intake notifications
- Identify Statewide Intake notifications that fall within the CACRC Protocol and facilitate the initiation of the multi-disciplinary team response
- Contact investigative MDT members to enhance team collaboration and coordination of services, including but not limited to the scheduling of forensic interviews and medical examinations
- Coordinate, enhance and support efforts to build relationships with investigative agencies and associated service providers
- Maintain effective team dynamics during stressful situations
- Initiate necessary case follow-up
- Initiate, facilitate, and follow-up on services for child victims
- Communicate with MDT members and support a cohesive client experience
- Attend monthly Strategy Session meetings to document case progression and follow-up as needed
- Serve as back up facilitator for monthly Strategy Session meetings as needed
- Support efforts to build relationship with partners, including on and off site visits and quarterly team building
- Maintain contact with CAC staff to follow the status of victims
- Document ongoing case and CAC service status, tracking progress along continuum of care
- Communicate with medical providers to collect data and information regarding medical evaluations
- Ensure reports/records generated from Statewide Intake are managed to ensure confidentiality and compliance with CACRC record retention policy
- Other job duties as requested by Director of Partner Relations and Case Management

## **JOB REQUIREMENTS AND QUALIFICATIONS:**

### **Education:**

- Bachelor's Degree in a social service, child development, criminal justice, or a related field

### **Experience:**

- Experience working with child abuse victims and their families
- Experience working with law enforcement, DFPS, District Attorney's Office preferred
- Familiarity with child abuse interventions, DFPS, and legal investigations

### **Knowledge Requirements:**

- Must possess the ability to read, write, and speak English fluently
- Strong interpersonal skills and ability to maintain professional boundaries
- Ability to communicate well orally and in writing
- Working knowledge of child and family dynamics, knowledge of child abuse dynamics, good organizational, communication, and networking skills
- Possess a high level of cultural intelligence to ensure that services are assessable and tailored to meet the individual and unique needs of clients, community members, and the MDT regarding culture, development, and special needs
- Ability to multi-task and work with diverse perspectives
- Excellent computer and technology skills, including proficiency in Microsoft Word, Excel, and PowerPoint, as well as the ability to learn and use web-based software

### **Physical Requirements:**

- Lifting of office materials (up to 25lbs)
- Bending, stooping, reaching and other movement required in working with children

### **Other Information:**

- Position involves some evening, weekend, and holiday hours
- Travel may occasionally be required for educational or business purposes. It is not anticipated that any travel would last more than 2 – 3 days.
- MDT Services Coordinator must complete the MDT Coordination Training Program through Children's Advocacy Centers of Texas
- Pursue professional development in the field of child abuse through regular peer review, related literature, and continuing education
- Expected participation in professional development activities (ie: regular peer review, related literature, and continuing education)
- Employment dependent upon the successful completion of a background check, including criminal and DFPS clearances

If you have the qualifications outlined, and are interested in applying for this position, please send a cover letter and resume to: [Applicant@rockwallcac.org](mailto:Applicant@rockwallcac.org)

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