

Children's Advocacy Center of Green River District  
Job Description

Position Title: Multidisciplinary Team Enhancement Program (MEP) Coordinator

Position Purpose: The role of the Multidisciplinary Team Enhancement Program (MEP) Coordinator will be to assist with the implementation of all program aspects and goals which are to proactively strengthen and sustain the Children's Advocacy Center Multidisciplinary Teams, to fortify the overall multidisciplinary component within the Children's Advocacy Center, to ensure effective communication, coordination, and collaboration at all stages of child abuse cases and to ensure timely access to the full array of the Children's Advocacy Center/Multidisciplinary Team services for all children within the Children's Advocacy Center's official service area and existing protocol case criteria. This individual will assist in reviewing intake reports to identify within the case acceptance criteria (as defined by the Children's Advocacy Center's Working MDT Protocol, for each county served) and facilitate CAC/MDT services related to case investigation, assessment, and intervention. To assist in the provision of enhanced coordination of cases with the Children's Advocacy Center Multidisciplinary Team to ensure timely resolutions, efficient communications, and information sharing. Assist with client intakes and scheduling as well as provide support in direct service, consultation, and case management to the CAC staff, clients and community partners. Assist, as needed, the MDT Coordinator in implementing and monitoring effective case coordination, to include the preparation of monthly MDT meeting agendas, documentation of current case disposition information on all CACGRD cases and outcome data which can be used for program evaluations. Assist in implementing both initial and follow up Outcomes Measurement Tool to clients/MDT Members. Follow up advocacy and support to individuals receiving services at the CAC will be required so that current case updates may be provided to team members during monthly meetings. They would also be asked to represent CACGRD by supporting a comprehensive response to crime victims by participating on local and other committees/outreach activities.

Supervised by: Executive Director

Essential Functions:

- Assist in reviewing intake reports to identify within the case acceptance criteria as defined by the Children's Advocacy Center's Working MDT Protocol (for each county served).
- Facilitate CAC/MDT services related to case investigation, assessment, and intervention.
- Ensure effective communication, coordination, and collaboration at all stages of child abuse cases and to ensure timely access to the full array of the Children's Advocacy Center/Multidisciplinary Team services for all children within the Children's Advocacy Center's official service area and existing protocol case criteria
- Assist in the provision of enhanced coordination of cases with the Children's Advocacy Center Multidisciplinary Team to ensure timely resolutions, efficient communications, and information sharing.
- Act as a broker of services through telephone and/or in person contacts for victims and their non-offending caregivers.
- Respond to telephone and written inquiries for assistance and/or information.

- Develop working relationships with law enforcement, Cabinet for Health and Family Services and other community professionals.
- Assist in preparing and distributing agendas for the MDT meetings in specified counties.
- Assist MDT Coordinator with summarized and document decisions and action plans of the team following each meeting.
- Update and maintain MEP/MDT case tracking and statistical data
- Attend and participate in scheduled case staffing, case reviews/MDT meetings for all counties served.
- Implement and monitor an effective case coordination system that includes disposition and case outcome data used for program evaluation.
- Attend and participate on local as well as other committees.
- Represent CACGRD in center related activities, when needed.
- Assist in planning and implementation of outreach/awareness activities.
- Actively support the janitorial/maintenance needs of the CAC, as needed (i.e., vacuum, clean restrooms, pick up litter in parking lot, “spring/fall/summer clean-up” projects, etc.)
- Other duties, as assigned by Executive Director

#### QUALIFICATIONS

- Criminal Background Checks/CAN/CHFS Background Checks/Fingerprint checks (if required)
- Strong oral and written communication skills
- Strong organization skills
- Skilled in computer programs and spreadsheets to allow for the tracking and maintenance of data.
- Human relations skills including diplomacy and mediation
- Excellent oral and written communication skills
- Minimum of Bachelor’s degree in an accredited college or university in human relations field
- Completion of training required each year within the grant cycle
- 2 years or more experience in a health/human services role required (work and/or volunteer experience).

Posting open/resumes accepted until September 2<sup>nd</sup> 2022

Send resumes to the attention of the Executive Director, Samantha Sigler, MSW CSW @ [samantha.sigler@cacgrd.org](mailto:samantha.sigler@cacgrd.org)