

**Children's Advocacy Center of Green River District
Job Description**

Position Title: Multidisciplinary Team Enhancement Program Assistant and Community Outreach Personnel

The role of the Multidisciplinary Team Enhancement Program (MEP) Assistant will be to assist the MEP Coordinator with the implementation of all program aspects and goals which are created 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.

In the role of Community Outreach we are searching for a talented and professional individual to assist in the organization and implementation of all CAC community outreach activities. You will represent the CAC and work with the Executive Director (as well as other CAC staff and community partners) to develop and implement initiatives that increase child abuse education and awareness in the communities we serve. This individual will need to be self-motivated, enthusiastic, and community-driven to take on this exciting role!

Both roles require someone equipped with a positive attitude, ability to multitask, experience/comfort with public speaking and must have great interpersonal communication skills with a willingness and readiness to be a team player.

MEP Assistant Responsibilities:

- 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.
- 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.
- Other duties, as assigned by Executive Director

Community Outreach Responsibilities:

- Assist in planning and implementation of outreach/awareness activities.
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other child abuse awareness/educational opportunities.
- Assist in preparing an annual budget for community outreach activities.
- Nurturing new and old relationships with collaborative partners in all 7 counties served.
- Scheduling regular education and outreach events in the communities of the 7 counties served.
- Provide Parenting Support with Parenting Education classes and other child abuse prevention/support programs in the communities we serve.
- Assisting in the organization of special events pertaining to the CAC and our child abuse outreach and education.
- 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

Requirements:

- Bachelor's degree in communications/human services field with 2 years or more experience in a health/human services field required (work and/or volunteer experience).
- Must be willing to submit information for Criminal Background Checks/CAN/CHFS Background Checks (Required) and Fingerprint checks (if required)
- Completion of all required trainings (discussed upon hire).
- Preferred experience within a non-profit organization.
- Outstanding written communication and presentation skills.
- Friendly, enthusiastic, and positive attitude.
- Strong knowledge of social media and other basic marketing platforms.
- Detail-orientated with the ability to manage multiple projects at a time.
- Skilled in computer programs and spreadsheets to allow for the tracking and maintenance of data.
- Human relations skills including diplomacy and mediation.

Posting open/resumes accepted until September 2nd 2022

Send resumes to the attention of the Executive Director, Samantha Sigler, MSW CSW @ samantha.sigler@cacgrd.org