

Multidisciplinary Team (MDT) Coordinator

Supervisor: Director of Forensic Services
FLSA Status: Full-time, exempt
Salary: \$50,000-55,000

Summary

Safe Shores – The D.C. Children’s Advocacy Center is an organization striving for excellence as a service provider and as a workplace. Safe Shores values respect, honesty, trustworthiness, professionalism, growth and learning, taking care to give care, innovation, teamwork and collaboration. We are seeking a highly skilled, experienced, respected and resourceful mental health professional who can work well as a member of our team and is passionate about developing and implementing innovative, effective solutions to help children and families heal.

The Multidisciplinary Team (MDT) Coordinator provides enhanced coordination of cases with the Multidisciplinary Team to ensure timely resolutions, efficient communications, and information sharing. The MDT Coordinator also coordinates and tracks the multi-disciplinary case review sessions and maintains the scheduling and tracking of forensic interviews. This position requires participation in an on-call rotation for after-hours and weekend forensic interviewing. This position is a mandated reporter for child abuse and neglect under District of Columbia Statute §4-1321.02

Qualifications

- Master’s degree preferred, Bachelor’s degree with a minimum of 2 years of experience in social work, psychology, human services, criminal justice or related field is acceptable.
- Minimum of 2-5 years of professional experience working with children and families who have experienced abuse and trauma is required.
- Experience and ability to work as part of a multidisciplinary team and collaborate with a wide range of professionals including law enforcement, social services, medical and mental health providers.
- Knowledge and understanding of the dynamics of child abuse (physical and sexual), family systems, and team facilitation.
- Work experience and knowledge of the criminal justice and child welfare system.
- Demonstrates strong critical thinking and problem-solving skills through ability to handle complaints, mediate disputes, resolve grievances and conflicts, and negotiate with others.
- Ability to listen to the ideas of others and accept feedback from others to continuously improve.
- Ability to organize and prioritize tasks to maximize results and ensure deadlines are met.

- Ability to be a self-starter and work independently.
- Possesses strong communication skills both verbally and in writing and comfort speaking to groups of all sizes and a range of disciplines.
- Ability to work as part of a multidisciplinary team and collaborate with a wide range of professionals including law enforcement, social services, medical and mental health providers.
- Ability and willingness to establish and maintain positive working relationships.
- Ability to be flexible and adjust to a quickly changing schedule and handle distractions and interruptions.
- Knowledge and understanding of cultural diversity and ability to exhibit sensitivity in dealing with people of varied backgrounds, beliefs and abilities.
- High comfort and skill level with technology, MS Office applications, and web-based database management systems.
- Strong computer skills with experience working with Microsoft Programs including Word, Excel, Publisher and PowerPoint and Outlook.
- Ability to successfully pass Child Protection Registry clearance and a criminal background check.

Preferred Qualifications

- Oral and written Spanish fluency.
- Knowledge of law enforcement, social services and legal systems in the District of Columbia.
- Prior experience working with a children's advocacy center and multi-disciplinary team.

Primary Areas of Responsibility

- Build and foster open and positive relationships with the multidisciplinary team including law enforcement, Children and Family Services Agency and the prosecuting attorneys while promoting best practices for child abuse investigation and treatment in the District of Columbia.
- Promote improved communication, coordination and accountability across agency lines.
- Organize, coordinate and conduct bi-weekly, multi-disciplinary team case reviews.
- Schedule and coordinate joint forensic interviews of alleged child/adolescent abuse victims with team members and families.
- Provide information to families regarding the multidisciplinary team response process.
- Model facilitation skills for the multidisciplinary team without driving the outcomes and keeping the process focused on solutions.
- Work closely with members of the multidisciplinary team to address issues as they arise and resolve conflict.
- Work closely with the members of the multidisciplinary team to review and update team protocols annually.
- Identify training needs as they relate to identifying, reporting, investigating, prosecuting and treating child abuse and neglect.
- Coordinate and provide joint training regarding the multidisciplinary team and topics related to CAC's.

- Ensure culturally competent services are provided to all families we serve without regard to race, ethnicity, religion, socioeconomic status, disability, gender or sexual orientation.

Other Areas of Responsibility Include

- Attend relevant training and stay current on emerging issues and trends related to the identifying, reporting, investigating, prosecuting and treating child abuse and neglect.
- Participate in weekly individual supervision and bi-weekly All Staff and Program meetings.
- To be familiar with the NCA Standards for Accreditation and provide leadership in maintaining the standards.