

## **Intake/Multidisciplinary Team (MDT) Coordinator**

### **CHILDREN'S ADVOCACY CENTER (CAC) OF SOUTHWEST MICHIGAN**

Position Summary: The Intake/Multidisciplinary Team (MDT) Coordinator (Coordinator) provides enhanced coordination of cases with the Children's Advocacy Center Multidisciplinary Team to ensure timely resolutions, efficient communications, and information sharing. The Coordinator is responsible for client intake and scheduling as well as provide support in direct service, consultation, and case management to the CAC staff.

#### **Primary Responsibilities/Accountabilities:**

- Establishes and maintains internal and external relationships utilizing a high degree of diplomacy.
- Collaborates with all members of the Multidisciplinary Team (MDT) to ensure that all investigations and services are coordinated efficiently and expeditiously.
- Facilitates dialogue with MDT partners related to identification of cases in need of services and coordinates services with MDT partners establishing strong support of the CAC/MDT process.
- Collaborates with the CAC staff in preparation and scheduling of MDT Case Review and Case Planning meetings, creating list of cases to be reviewed.
- Identifies training needs for MDT professionals and disseminates information to team members regarding available training opportunities.
- Maintains current knowledge of partner agency personnel assigned to the MDT investigations, including changes to partner agency assignments impacting CAC and MDT.
- Assists the Family Advocates with monitoring of forensic interviewing, advocacy, medical, mental health and case management services to families and others involved in ongoing cases.
- Coordinate client intake information for referrals to therapy and medical services.
- Receive intakes and referrals from MDT to schedule and set up forensic interview.
- Responsible for ensuring MDT are notified and attending forensic interview.
- Maintain records and enters clients and MDT data into the Collaborate system.
- Tracking outcomes and contributing to data collection and grant reporting on a regular basis.
- Participates in on-going initiatives of program and organization. Continuously reviews systems and processes in order to maximize the effectiveness, creativity and innovation of a collaborative approach.

The Primary Responsibilities/Accountabilities section only includes core duties and is not a list of all duties. Job Performance must comply with CACSWMI's policies and procedures.

- Evaluates CAC/MDT processes and work to ensure best practice approaches and adherence with NCA Accreditation Standards.
- Position requires strategic planning, tracking cases, reviewing relevant statistical data to inform best practices for community outcomes and to strengthen laws to protect children.
- Attend training and conferences as required to meet required number of training hours.
- Various other duties and special projects to be assigned by CAC Director.

**Staff Competencies/Qualities:**

- Bachelor's degree in social work, counseling, human service or related field; Previous experience working in a Children's Advocacy Center environment strongly favored
- Minimum 3-5 years of professional experience working with children and families who have experienced abuse and trauma, and/or general mental health practice
- Ability to work effectively as a member of a multidisciplinary team with a willingness to appreciate and value different points of view
- Excellent organizational and time management skills required
- Strong interpersonal relationship and crisis management skills
- A sound knowledge of child trauma and victimization issues
- Excellent interpersonal, verbal and written communication skills
- Maintain confidentiality and adhere to organizational policies and procedures
- Displays leadership and professional integrity
- Demonstrates ability to hold self and others accountable

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