



# Child & Family Advocacy Center

of South Central Minnesota

## Multi-Disciplinary Team Coordinator

The CFAC is a neutral, child-safe place where children, adolescents, and vulnerable adults visit after they may have experienced or disclosed sexual abuse, physical abuse, sexual exploitation, or witnessed violent crime. There, a multidisciplinary team works together to help the child or adolescent and their caregiver(s) receives the support they need. The team includes professionals from law enforcement, child protection, prosecution, mental health, medicine, and advocacy.

<b>POSITION:</b>	<b>MDT Coordinator</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>STATUS:</b>	<b>Full Time (37.5 hrs./week)</b>
<b>SALARY:</b>	<b>\$29.00/hour</b>
<b>FRINGE:</b>	<b>BCBS Health Care Plan, Dental, Vision, PTO</b>

### **General Description:**

The Multidisciplinary Team (MDT) Coordinator facilitates a coordinated approach in the investigation of child and vulnerable adult abuse and neglect. This position works very closely with Law Enforcement, Child Protection, the County Attorney's office, medical professionals, mental health professionals, victim advocates, probation, and various other professionals who may be involved during the course of child abuse/neglect investigations.

### **Specific Responsibilities:**

- Primary responsibility of the MDT coordinator is to engage, support, and encourage the multidisciplinary team and foster open and positive relationships with Law Enforcement, Child Protection, and the prosecuting attorney while promoting best practices for child abuse investigation and treatment.
- Promote the utilization and mission of the Child & Family Advocacy Center.
- Review and document Child Protection and Law Enforcement referrals, and coordinate between agencies to schedule forensic interviews as outlined in protocol.
- Work closely with the MDT in coordinating and facilitating the multidisciplinary case review for active child/vulnerable adult abuse and neglect investigations.
- Facilitate communication and case coordination between medical providers and investigative partners.
- Prepare and distribute agendas for the multidisciplinary team, summarize the decisions and action plans of the multidisciplinary team, update and maintain a tracking system, and provide statistical data as requested.
- Familiarize with the NCA Standards for Accreditation for the multidisciplinary team and case review, and provide leadership in maintaining the standards.
- Promote improved communication, coordination, and accountability across agency lines. The MDT Coordinator will facilitate healthy relationships between the MDT and work to resolve conflicts among the team when they arise.

- Regularly assess the training needs of the MDT and implement those trainings, including cultural diversity and equity, and trauma-informed care.
- Develop, coordinate, and deliver CFAC communications materials to MDT members and community partners, including managing social media platforms and communication databases.
- Track and maintain internal training and outreach data needed for future funding and National Children's Alliance accreditation.
- Coordinate and support efforts for outreach, prevention, and events.
- To ensure culturally competent services are provided to all families served without regard to race, ethnicity, religion, socioeconomic status, disability, gender or sexual orientation.
- Will receive specialized training on the role of the position and other approved training.
- Will act inclusively with all team members, modeling facilitation skills for the multidisciplinary teams without driving the outcomes and keeping the process focused on solutions.
- Will work closely with the members of the multidisciplinary teams to review and update team protocols annually.

#### *General Responsibilities*

- Support a positive environment for all who enter the CFAC.
- Participate in trainings and attend video conferences as appropriate.
- Participate in CFAC staff meetings and team meetings.
- Other duties as assigned.

#### **Required Skills:**

Knowledge of the overall child protection and legal system. Ability to communicate effectively with all members of MDT. Excellent written and verbal communication, as well as computer, mediation, and facilitation skills, are a must.

#### **Qualifications:**

- A bachelor's degree, or experiential equivalent.
- Knowledge of overall child protection and the legal system. Ability to communicate effectively with all members of MDT.
- A willingness to travel and reliable transportation.
- Strong interpersonal communication skills and experience working in a collaborative environment.
- Demonstrated initiative and ability to learn quickly.

#### **Preferred Qualifications:**

- 3-5 years of experience in the field of forensic interviewing, advocacy, child protection or legal system.
- Experience working with or within a Child Advocacy Center.

**Please submit a resume and a cover letter  
via email to [juliem@cfacsouthcentralmn.org](mailto:juliem@cfacsouthcentralmn.org).**