



MDT Coordinator Job Description Department: MDT

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

POSITION OVERVIEW

Under the direction of the Director of Client Services, the Multi-Disciplinary Team (MDT) Coordinator participates in the work of the Center and the collaborating agencies, on behalf of the child victims by reviewing notifications of child abuse and neglect from the DFPS Services Statewide Intake, identifying and tracking notifications within the WCCAC Investigative Protocol with MDT members, also called the Multi-Disciplinary Team (MDT), and acting as team member engagement specialist for designated partners.

Reports To: Director of Client Services (Full-time)

Commitment Type: Full Time (40 hours a week)

Base of Operation: Georgetown, Texas (Travel within Williamson County)

Salary: Based on Qualifications, Non-Exempt

Benefits: IRA 3% matching; 529 Education Savings Plan, Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO; Military Leave

MINIMUM QUALIFICATIONS AND SKILLS

- Bachelor's degree in counseling, social work, psychology, criminal justice, or another related field.
- Three years of experience in working with child abuse professionals related to child abuse matters (i.e., Texas Department of Family and Protective Services staff, law enforcement officer, MDT team members) preferred.
- Knowledge and experience with case review process and working CAC protocols.
- Previous experience with Children's Advocacy Centers is strongly preferred.
- Strong communication skills, excellent customer service skills, great facilitation skills, and an articulate, polite phone voice.
- Intermediate level of proficiency with MS Windows, Word, Excel, and Outlook
- Ability to ensure accuracy and confidentiality in all work.
- Ability to demonstrate/live our organization's core values, put the child first in all that we do, operate as a seamless team, work with a servant's heart.
- Ability to be creative, resourceful, detail-oriented, and flexible; possessing a positive attitude, tact, good judgment, cultural sensitivity, and the ability to work well as a team member with staff, community professionals, and volunteers.

- Ability to pass annual DFPS and criminal history background checks, as well as clear the National Sex Offender and SafeSport registries.
- Must have reliable transportation and possess a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage.

Job Tasks and Responsibilities

Relationship Management:

- Support, build and strengthen partnerships with WCCAC partner agencies, including onsite interactions and specific follow-up to ensure a positive customer service experience.
- Manage and facilitate relationships by engaging designated partner agencies, to include coordinating MDT Trainings and MDT members for fundraising events (i.e. Purse Bingo).
- Review DFPS Statewide Intake notifications of child abuse and neglect received for Williamson County Child Protective Services, daily; occasionally Child Care Licensing (CCL) and Adult Protective Services (APS) may be involved
- Identify DFPS notifications that fit within the WCCAC's protocols and follow the notification process.
- Assist the Director of Client Services with ongoing communication with forensic interviewers, DFPS workers, law enforcement, and other members of the multidisciplinary team to ensure accurate and timely collaboration on WCCAC cases.
- Contact investigative Multidisciplinary Team members (i.e., law enforcement, DFPS supervisors, supervisors, and investigators) to enhance team collaboration and coordination by scheduling forensic interviews and medical exams.
- Proactively strengthens and sustains WCCAC's MDT.
- Assists overall MDT to ensure effective communication, coordination, and collaboration at all stages of child abuse cases.
- Ensures that cases that fit MDT collaboration discussion criteria are entered into the MDT Case review staffing list and provide a copy to members of the MDT.
- Manage tracking and logging process for incoming Statewide Intake notifications.
- Schedule forensic interviews for law enforcement and DFPS partners
- Ensure reports/records generated from Statewide Intake are retained, protected, and/or destroyed to ensure confidentiality and compliance with WCCAC's records retention policies.
- Attend MDT meetings to document discussion and follow-up as needed.
- Facilitate MDT case review meetings.
- Coordinate and distribute additional communications as needed.
- Create or assist in creating monthly MDT newsletters and MDT event flyers, as needed.
- Actively participate in MDT, cross-discipline training, and required grant activities involving the MDT department.
- Assist in the coordination of partner satisfaction and wellness-related events (i.e., partner recognition, team building, etc.)
- In accordance with the team philosophy of the Center, the individual may routinely be required to carry out and assist with other tasks, in addition to the duties listed above. Must act in accordance with the Center's mission statement, goals, and core values.
- Perform additional duties as assigned

Physical Requirements:

- Must be mobile and able to stand, bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit at a workstation and/or a computer screen for up to 2 hours at a time.

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a full-time position. Occasional weekends and after hours may be necessary for emergency interviews or fundraising activities. We provide 24/7/365-day emergency coverage to law enforcement and CPS for child interviews.

This is a grant-funded position that is expected to be ongoing.

To APPLY, please email a cover letter, three references and resume to wccacinfo@wilcocactx.org with the subject line "MDT Coordinator."