



TITLE: MDT Coordinator/Family Advocate – Children’s Advocacy Center

GENERAL SUMMARY: Under the general supervision of the Director of the Children’s Advocacy Center, this position will be the point of referral for all community partners for known and suspected victims of childhood abuse, adults with disabilities who are abused, or witnesses to violent crimes. The MDT (Multidisciplinary Team) Coordinator will be the liaison between partners to share information, provide and organize team trainings, and manage data collection for all clients served.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Serves as the primary contact for all MDT partners
2. Establish a relationship with the child and non-offending caregiver of children referred to the Children’s Advocacy Center.
3. Evaluate services that would enhance the quality of life for each child.
4. Provide support and information to caregivers of newly scheduled forensic interviews.
5. Remain apprised of all community services available to the child and non-offending caregiver.
6. Contact non-offending caregivers within five working days of the interview for follow up.
7. Maintain follow-up contact(s) with victims and families; offering emotional support, information, and referrals to support family safety; monitor follow-up interactions between family and service providers.
8. Serves as a case manager for identified clients.
9. Provides resources for RI CAC protocols, CAC training and NCA national standards to all CAC multi-disciplinary (MDT) members.
10. Conducts Outcome Measurement Surveys (OMS) with families upon initial contact, forensic interviews, and MDT meetings.
11. Act as liaison to the MDT by informing the MDT of significant issues and changes related to the case.

12. Facilitate multi-disciplinary case review meetings.
13. To perform all other duties as assigned.

SKILLS AND ABILITIES REQUIRED:

1. Strong interpersonal skills to make professional presentations for a wide range of ages and skill-levels, from pre-school through professionals.
2. Verbal and written communication skills and computer literacy.
3. The ability to deal effectively in stressful situations and crises as they arise.
4. Knowledge of sexual assault/abuse, domestic violence and sexual exploitation dynamics.
5. Experience with conducting professional training and presentations to large and diverse audiences
6. Experience creating curriculum for an MDT of professionals on topics such as sexual assault/abuse, domestic violence, sexual exploitation, human trafficking and crimes against children.

WORKING CONDITIONS:

1. Works in a normal office environment and in other professional and community-based settings.
2. Position requires possession of a valid driver's license and vehicle for in-state travel.
3. Work requires flexible hours and occasional evening and weekend hours.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

1. Bachelor's degree in relevant field, Master's Degree preferred.
2. Spanish Speaking Preferred
3. Completion of the next scheduled Helpline Training.