



## JOB DESCRIPTION

**POSITION TITLE:** Multidisciplinary Team (MDT) Coordinator

**EXEMPTION STATUS:** Non-Exempt

**JOB RELATIONSHIPS:**

Reports to: MDT Supervisor/Director of Training and Team Relations/Chief Program Officer/Chief Executive Officer

Supervised by: MDT Supervisor

Supervises: Not Applicable

Interrelationships: Alliance For Children staff, Texas Department of Family Protective Services staff, Child Care Licensing (CCL) staff, Adult Protective Services (APS) staff, law enforcement staff, Tarrant County District Attorney's Office staff, Cook Children's Medical staff, community agencies, volunteers, children and families

**Summary:**

The MDT Coordinator will provide MDT case coordination to facilitate services for the benefit of special needs adults, as well as children and families reported regarding concerns of abuse or neglect, or witnesses to violent crimes.

**Job Duties/Essential Functions:**

- Assess referrals for appropriate cases recommended for MDT services (as per MDT Protocol case criteria) throughout official service area of MDT/CAC.
- Review, screen and, when appropriate, act on Statewide Intake Reports and shared law enforcement offense reports.
- Improve coordination of MDT response for appropriate cases (per MDT Protocol case criteria) throughout official service area to MDT/CAC.
- Improve coordination of investigative activities between law enforcement and CPI/CCL/APS.
- Facilitate generation of CPI/CCL/APS/law enforcement reports as needed.
- Review DFPS Intake reports to assess current levels of agency referrals for appropriate cases (as per the MDT Protocols case criteria) from official service area to the MDT/CAC.
- Works directly with MDT partner agencies to coordinate receipt of services for children and families.
- On call coordination of CST cases.
- Maintain data related to case intake and recommendations, and staffings.
- Expedite the scheduling of forensic interviews and initiation of joint investigations.
- Provide encouragement and support to MDT process.
- Facilitate referrals to services.

- Maintain documentation of intakes reviewed, including assigned MDT partners and coordination actions, and staffings.
- Meet reporting deadlines as needed for MDT Coordination Program.
- Attend MDT case staffing meetings.
- Troubleshoot system breakdown for clients who have accessed Alliance For Children services.
- Perform other related duties as requested by immediate supervisor, Director of Training and Team Relations, or Chief Executive Officer.

**Knowledge/Skills/Abilities:**

- Some college preferred.
- Two years demonstrated relevant work experience, including work with families at risk preferred.
- Strong reading and evaluative skills required.
- Able to be organized, detail oriented, and self-prioritize.
- Able to evaluate case information.
- Strong interpersonal and communication skills.
- Knowledge of Alliance For Children MDT MOUs and Protocols; sensitivity to and awareness of unique needs of minority cultures and diverse ethnic groups.
- Must have valid driver's license and proof of liability insurance.
- Must pass criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate independent travel by private auto required.