



Copper River Basin CAC
PO Box 103
Gakona AK 99586

CRBCAC Job Description

JOB TITLE: Multi-disciplinary Team (MDT) Coordinator

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt

WORK HOURS: Up to 80 hrs/month

DESCRIPTION STATUS: Created July 2020

SITE LOCATION: Valdez

JOB DESCRIPTION:

The MDT Coordinator is responsible for the daily operations of the Copper River Basin Child Advocacy Center (CRBCAC) Valdez satellite site. The MDT Coordinator reports to the Executive Director and is responsible for the management of CAC intake case referrals from MDT partners in Valdez, coordination and participation in the MDT process, disseminating pertinent information to MDT partners as well as ensuring the Valdez CAC site is in full operation.

QUALIFICATIONS:

- BA/BS degree preferably in Human Services, Administrative or Business Management and/or two years experience in child abuse/neglect, or related field is preferred.
- Experience in working and collaborating with other professional entities is preferred.
- Experience with public speaking and presentation is preferred.
- Completing and passing a background check, through the Alaska Department of Public Safety and the Barriers Crime Unit (BCU) Matrix is required.

KNOWLEDGE:

- Knowledge of the CRBCAC's mission, goals, programs and policies.
- Knowledge of child abuse dynamics and its impact on children.
- Knowledge of community agencies and resources.

www.crbcac.org

Phone 907-822-3733

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Our mission is to unify a community approach to child abuse prevention and response.

We envision a community where children are safe, families are strong, and our child victims become children again.

- Knowledge of child development and the ability to utilize this knowledge during the MDT process.
- Working knowledge, experience, and expertise in child abuse related issues plus knowledge of the criminal justice and child protective systems preferred.

SKILLS:

- Excellent written and verbal communication skills and ability to communicate with wide range of professionals from different professional backgrounds.
- Ability to consistently demonstrate professional behaviors and leadership skills that are in support of the vision and mission of the CRBCAC.
- Ability to hold highest standards of client confidentiality is required.
- Ability to organize, prioritize, manage multiple tasks, meet deadlines and work under pressure with shifting priorities.
- Skilled at proof reading and paying intense attention to detail is required.
- Ability to work well without constant supervision and ability to receive supervision as necessary.
- Ability to work well as a team member, and exhibit excellent human relations skills and experience in crisis management, problem solving and team building.
- Ability to be flexible in work schedule(s).
- Ability to attend continuing education training/conferences both in-state and out-of-state and/or webinars as required.
- Experience using office equipment/machines including Macintosh computer, facsimile and copy machine. Proficiency with Microsoft Office Excel, Word, Access, Power Point Presentations and Internet/e-mail.

RESPONSIBILITIES AND DUTIES:

- Coordinate the MDT response and schedule case intake at the Valdez CAC satellite site.
- Be present at the Valdez CAC satellite site to interface with the child and family, prepare for case coordination/intake, meet with other MDT members involved in the case pre and post interview, and respond to inquiries as necessary.
- Be prepared for any technical assistance prior to, during or post the MDT process for intake or case referrals, and as necessary.
- Participate in the MDT planning process to assist any on-going efforts in supporting the case.
- Participate in monthly MDT case review and regular meetings.
- Maintain a working knowledge of significant developments and trends in the field, and ensure compliance with federal and state mandates and regulations.
- Maintain official records and documents, maintain highest standards of client confidentiality, and ensure compliance with federal and state regulations.

- Collaborate with the CRBCAC Executive Director and other CRBCAC staff in developing presentations and educational materials for community outreach.
- Represent the organization by conducting and participating in community training/presentations with other MDT members and/or CRBCAC staff.
- Attend and participate in MDT trainings with other MDT members and/or CRBCAC staff.
- Attend mandatory trainings as necessary, according to company policy, NCA accreditation standards and federal/state employment laws.
- Occasional attendance at outreach activities or for CAC intake referrals outside regular business hours is required.
- Flexible with additional job duties as they arise.

ADDITIONAL INFORMATION:

This position is required to participate in an on-call basis, as needed, to respond to the CRBCAC after regular business hours for emergent cases. Expectations for participation in an on-call basis are as follows:

- 1) Be available by telephone 24-hours per day.
- 2) Be prepared to respond in a drug and alcohol-free status to the CRBCAC within 90 minutes of receiving a call for service.

When the employee responds to the CRBCAC, the employee is paid for actual hours worked. Approval for additional hours requires supervisor approval.