



THE CENTER FOR WOMEN & FAMILIES OF EASTERN FAIRFIELD COUNTY, INC.

753 Fairfield Avenue
Bridgeport, CT 06604
(203) 334-6154

JOB DESCRIPTION

Title: MDT Coordinator
Reports to: Director of Programs
Status: Exempt

Summary

Oversees and coordinates: the Greater Bridgeport Multidisciplinary Investigative Team (MIT), whose goal is to provide a coordinated response to children who have disclosed child sexual abuse or serious physical abuse.

Responsibilities

Program Services

- Coordinates the Greater Bridgeport Multidisciplinary Investigative Team (MIT/MDT), including:
 - Coordinate all activities necessary to hold forensic interviews, review cases with the MIT team, facilitate service delivery to victims and their families and document cases and their outcomes.
 - Representing the Greater Bridgeport MDT at regional, statewide and national meetings and conferences.
 - Develops policies and procedures for successful operation of the MIT program in collaboration with the MIT Executive Committee and all MIT members.
 - Coordinates training and educational opportunities for the MDT team, communicates state-wide issues and informs team of current research and developments.
- Refers MIT clients and their families to other Center services as appropriate and monitors prosecution of case in collaboration with MIT case manager.
- Provides crisis intervention and advocacy for non-offending parent(s)/caregiver(s) as needed.
- Provides outreach services to MIT clients and their families to ensure they are receiving the services that they need.
- Works collaboratively with Grants Manager to ensure quarterly reports are created and submitted on time.
- Works with unit and management staff to develop annual program plan to meet contract terms and agency strategic goals.
- Reviews statistics and client services monthly to ensure accuracy and adherence to funding/contract requirements.
- Develops, maintains and updates operational manuals and protocols for the unit.

Unit Management

- Assists Director of Programs in the training and monitoring of MIT case manager, interns and volunteers to ensure quality service delivery and adherence with administrative procedures (e.g., case notes, entry of data into FoxPro, etc.) and contract obligations.

- Maintains required case data that is submitted to DCF and the National Children's Alliance (NCA) timely and accurately.
- Serves as a resource to The Center's staff by providing support with individual cases/calls, information, research and best practices.

Agency

- Acts as back-up to staff and provides direct services as needed.
- Provides supervisory back up and crisis intervention for after-hours hotline when needed.
- Attends and/or facilitates assigned Center meetings.
- May represent The Center at meetings with state agencies.
- Special projects as assigned.

Qualifications

- Master's degree in social work or counseling (licensure preferred) and at least 2 years experience in social service program delivery or the equivalent combination of education and experience.
- Strong commitment to The Center's mission.
- Demonstrated employee development and performance management skills.
- Knowledge of child development, domestic and sexual violence and law enforcement response to child sexual abuse victims.
- Excellent communication, interpersonal and organizational skills.
- Ability to work with diverse populations.
- Ability to solve complex problems and to inspire and motivate staff.
- Ability to react to change productively and handle multiple tasks.
- Ability to plan ahead, anticipate problems and resolve conflicts.
- Computer literacy, including data entry experience, utilization of software packages, Microsoft word and internet/e-mail required.
- Consistent availability of transportation in a private car by the arrangement of the employee.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They reflect the essential elements and general responsibilities of the position but are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The performance of all essential functions listed is subject to reasonable accommodation in accordance with the Americans with Disabilities Act.