

SAFEchild Advocacy Center Intake and MDT Coordinator 40 Hours

SAFEchild staff supports the agency's mission and programs and maintains the highest standards of honesty and professional ethics. Employees are expected to interact courteously with agency clients and collaborating partners and to work harmoniously with staff members and volunteers. Information about agency clients and programs shall be held in the strictest confidence.

In addition to the above responsibilities, employees must perform the duties specified in their position description and any additional duties assigned by the Executive Director and must adhere to the policies enumerated in the Personnel Manual.

REPORTS TO: SAFEchild Advocacy Center Program Coordinator

REQUIRED QUALIFICATIONS:

Degree in Social Work, Counseling, Public Administration or a related field
Administrative, management, and social work experience
Proficient with computer skills including Microsoft Word, Excel, Database management & entry

DESIRED QUALIFICATIONS:

Strong clinical, advocacy, human relations, organizational and leadership skills
Experience in child maltreatment, crisis intervention, and child development
Human services management and business skills
Knowledge of community resources and how to access services
Demonstrated ability to successfully collaborate with partnering agencies
Independent worker who takes initiative
Excellent oral and written communication skills

Intake Coordination

- Responsible for scheduling CME appointments, coordinating with all necessary professionals, oversees the SAC calendar
- Communicates the CME schedule to SAC staff
- Works with Medical Coordinator to obtain all needed consents and records
- Ensures that all required paperwork is accurately completed and uploaded to share point
- Creates patient folder with all necessary forms

Multidisciplinary Team (MDT) & Case Review Coordination

- Track cases to be scheduled for MDT meetings & organize MDT meeting schedule
- Communicate MDT meeting schedule with necessary professionals & visitors to MDT meetings
- Manage and communicate change requests for MDT meetings
- Oversee set up for MDT meetings including refreshments with other staff's involvement
- Lead MDT meeting discussions & promote respectful dialogue
- Monitor cases that need to be re-staffed & manage follow up tasks identified at MDT meetings
- Organize and execute trainings for SAC staff and MDT collaborating partners
- Organize & lead MDT Task Force
- Plan & provide MDT orientation for new MDT members with MDT Task Force Members

- Plan & provide MDT relationship & team building opportunities with MDT Task Force Members

Case Documentation

- Responsible for routinely updating NCAtrak with all necessary case information (National Children's Alliance Tracking System)
- Responsible for data collection, data analysis, and statistical reporting for grants and funders
- Responsible for the Outcome Measurement System (OMS)

Additional Responsibilities

- Assists in the continual care and cleaning of the facility
- Work with SAC team to ensure that the facility has needed supplies and materials
- Fosters a professional, safe, comfortable, and non-threatening environment at the SAC
- Fills in for other staff when needed
- Promotes a positive image of SAFEchild in the community and participates in agency special events and fundraising efforts
- Provide tours of the SAFEchild Advocacy Center and community presentations on the role of the SAFEchild Advocacy Center
- Any other tasks designated by SAFEchild's Executive Director & SAFEchild Advocacy Center Program Coordinator