



Director of MDT Facilitation Job Description

Overview

The work of child advocacy centers is most effective in the context of thriving multi-disciplinary teams (MDTs) where team members each play a unique role in the care and services provided to children and their families. Recent research suggests that having a dedicated position responsible for the coordination and function of the MDT may result in improved outcomes for children and their families, as well as help foster resilience and longevity in its team members. Based on this information, and guidance from the National Children's Alliance, the Director of Multi-Disciplinary Team Facilitation is a newly created position that will be responsible for building a robust process for multi-disciplinary team (MDT) management and facilitation for Foothills Child Advocacy Center (FCAC).

We currently facilitate 5 MDTs and participate in 4 additional MDTs. These teams meet monthly and bring together professionals from law enforcement, child protection, medical, mental health, legal services, etc. to collaboratively review, assess and manage cases of child maltreatment. This coordinated approach ensures comprehensive and timely responses to each child's needs, minimizes the risk of re-traumatization by reducing duplicate interviews, and improves outcomes by integrating expertise from all relevant disciplines.

This position will evaluate the needs of each MDT and, in alignment with FCAC goals and values, create and launch individualized and responsive protocols for taking MDT facilitation and participation to the next level. While building these processes, the Director of MDT Facilitation will be responsible for immediately engaging with and leading FCAC's relationships and responsibilities within the MDTs.

This position is a full-time position and reports to the CEO.

Responsibilities include:

- Provide leadership for the MDTs, including coordination and facilitation of MDT Case Review.
- Work collaboratively with MDT Leadership Teams to ensure MOUs/Protocols are in place, accurate and current; to collaboratively address and resolve issues as needed; to do future planning regarding the individual training and support needed by MDTs.
- Assist in the identification of training needs for team members and provide training to new MDT members or others regarding the MDT response to child sexual abuse and other forms of maltreatment.
- Build and foster effective working relationships with MDT partners.
- Ensure all MOUs are current.
- Develop protocols for each locality and update every 3 years, ensuring they align with NCA Standards.
- Identify and convene stakeholders and develop MDT Leadership Teams.
- Develop MDT Leadership agenda; facilitate and participate in regular MDT Leadership meetings.
- Work with each Team to develop priorities, needs, goals and new initiatives.
- Plan and implement bi-annual team survey.

- Facilitate team-building activities.
- Identify training needs and opportunities for MDT members and other professionals in the community.
- Work with the Teams to identify barriers and roadblocks to the adherence of investigative protocols and develop a plan to address them.
- Create and maintain an up-to-date MDT orientation manual.
- Develop and provide orientation for new MDT members on the MDT/CAC model of care and Team proceedings.
- Assist in facilitation of identified systems changes or improvements as identified.

MDT Case Review:

- Establish and cultivate open, ongoing communication with all CAC staff and MDT Partners.
- Facilitate Case Review meetings, oversee preparation, completion and set up of meeting materials and prepare physical environment to be a trauma-informed meeting space.
- Monitor visitor requests for Case Review and invite relevant professionals (e.g., mental health providers) as needed.
- Work collaboratively with Foothills staff to ensure case findings, discussions and recommendations are communicated.
- Ensure accurate recording of pertinent case information shared at case review, as well as sharing pertinent case information with the team using NCA Trak.
- Maintain current MDT contact lists.

Foothills Leadership:

- Participate as a member of the FCAC leadership team to build, evaluate and execute short and long term strategy, and to foster and support strong human-centered culture
- Develop staffing plan, manage hiring, onboarding, training, and coaching/supervision of staff.

Qualifications:

- Leadership and Collaboration: Over 5 years of experience leading teams, fostering collaboration, and building strong relationships to support decision-making and planning.
- Communication and Relationships: Skilled in open communication, creating meaningful connections, and fostering mutual respect to develop solutions that meet diverse needs and goals.
- Community Engagement: Experienced in engaging communities through transparency and co-creating shared solutions.
- Conflict Resolution: Strong problem-solving and critical thinking skills for handling complaints, mediating disputes, resolving grievances, and negotiating effectively.
- Child Advocacy Experience: Preferred 3 years of experience with child maltreatment cases and multidisciplinary team responses.
- Teamwork: Collaborates effectively with professionals from various disciplines; supports team efforts, fosters positive dynamics, and contributes to a respectful work environment.
- Technical Proficiency: Proficient in Office 365, shared drives, Zoom, and other web-based tools and databases.
- Ethics and Professionalism: Works with integrity, inspires trust, maintains confidentiality, and upholds organizational values.

Working conditions:

- Job classification: This is a full-time, salaried, exempt position, working normal business hours. Limited evening and weekends may be necessary.
- Line of reporting: The Director of MDT Facilitation will report to the CEO.

- Location: Position will be expected to work from our Charlottesville office.
- Travel: Local travel to MDT meetings as well as in-state trainings and conferences. There may be out-of-state-travel once or twice a year for conferences or trainings. A company car is available for most local and in-state travel.
- Physical Requirements: Candidates should be comfortable working at a computer.
- Compensation: \$78,000-85,000 over 26 paychecks a year

Benefits:

- 3 weeks of accrued paid time off, dedicated sick leave, and personal days
- Health, dental, and vision insurance
- 3% employer retirement match
- Flexible/remote work options as schedule allows
- Organization commitment to, and funding for, professional development

Other Requirements:

- Successful completion of criminal background and child abuse/neglect clearances as a condition of employment, and every three years thereafter.
- Must have access to a vehicle; possess a valid driver's license and proof of insurance.
- Must demonstrate proof of legal ability to work in the United States.

Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

Foothills Child Advocacy Center is an equal-opportunity employer and proudly values diversity. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, perform essential job functions, and receive other benefits and privileges of employment.

Job Posting Timeline

- Position Posting Period: Open until January 30, 2025.
- First Round Interviews: Conducted via Zoom by the CEO, to be completed by mid-February 2025.
- Second Round Interviews: Conducted in person at Foothills, involving current employees, to be completed by March 7, 2025.
- Interview questions will be provided to candidates prior to the interviews.
- Offer Announcement: By March 14, 2025.
- Projected Start Date: April 14, 2025.

Apply to hello@foothillscac.org

January 3, 2025