



Job Description

Job Title: MDT Coordinator
Department: Stevie's Place Child Advocacy Center
Reports to: Stevie's Place Child Advocacy Center Program Manager
FLSA Status: Non/Exempt – Full Time
Revision Date: 07/01/2025
Wages: DOE; minimum qualifications starting at \$25/hour

GENERAL POSITION SUMMARY

The Stevie's Place Child Advocacy Center (CAC) Multidisciplinary (MDT) Coordinator provides case coordination and victim advocacy services. This position is essential to the MDT and is often the first contact with the CAC for partnering agencies, clients, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Responsibilities:

- Maintains a computerized client records system;
- Schedules child interviews, case reviews and other activities as instructed by the Program Manager;
- Prepares and organizes evidence and records chain of custody documentation with investigatory bodies;
- Assists in directing community members to the Office of Children's Services and Law Enforcement for mandatory reporting of child maltreatment;
- Collects and compiles statistical data necessary for reports as needed by the Program Manager;
- Maintains a child and family friendly environment in the CAC Waiting area;
- Meets and greets clients and visitors;
- Performs general clerical duties to include but not limited to photocopying, faxing, mailing, scanning and filing;
- Supervises unattended children and/or others requiring supervision during the process of a child abuse investigation at CAC;
- Participates in educational and training experiences as required by the CAC manager;
- Documents and maintains records and communications in an organized manner;
- Follows RCPC and Stevie's place Policies and Procedures;
- Maintains information, forms and case files kept by the CAC;
- Enters Case data into the CAC database and keeps database accurate and up to date;
- Works a flexible schedule as required by the needs of the position. When scheduled, responds to on-call emergency cases referred to Stevie's Place;
- Is understanding, sensitive and respectful to a diverse population of clients and demonstrates a commitment to cultural competency;
- Attends case review and multidisciplinary team meetings as required;
- Provides family advocacy services which includes assisting families in locating sources of support and helps them navigate through the investigatory process in an open, compassionate and professional way, while supporting Stevie's Place and RCPC's mission;
- Other duties as assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to communicate directly and respectfully. Excellent oral and written communication skills;
- Knowledge of Microsoft Office products and telephone protocol;
- Ability to learn, understand and respect the roles of each agency, represented by the Multidisciplinary Team;
- Basic reading, writing, and arithmetic skills required;
- Avid Multitasking;
- Detail oriented with a high level of accuracy; motivated and willing to take initiative;
- Team oriented;
- Knowledge and ability to adhere to the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2 confidentiality regulations;
- Excellent Interpersonal Skills;
- Dependable, consistent and accountable;
- Knowledgeable of Alaskan Cultures;
- Experience and/or desire to work in a non-profit environment and with families and children.

MINIMUM EDUCATION/EXPERIENCE:

- Training as a family advocate or ability to obtain 24 hours of family advocacy training upon hire;
- Academic training and practical experience in developmental stages of children and the dynamics and effects of familial child abuse and neglect;
- Proven knowledge of basic computer skills and office equipment.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time;
- Frequent walking;
- Frequent bending, stooping, reaching, pushing and pulling;
- Occasionally will lift up to 20 pounds;
- Normal vision range;
- Frequent rapid mental/hand/eye coordination and manual dexterity.



ACKNOWLEDGEMENT

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Resource Center for Parents & Children, Inc.
- I have read and understand this job description.
- My supervisor has reviewed this job description with me.

Print Employee Name:

Print Supervisors Name:

Employee Signature:

Supervisor Signature:

Date:

Date:

The above statements are intended only to describe the general nature and level of work to be performed by an employee assigned to this position. They are not intended to be construed either as an employment contract or as an exhaustive list of all responsibilities, duties, and skills required of persons so classified or assigned and are subject to change at the discretion of the employer.