

# Tyler's Justice Center for Children

## Job Description

**POSITION TITLE:** MDT Coordinator/Forensic Interviewer

**SUPERVISOR:** Executive Director

**POSITION DESCRIPTION:**

The Multidisciplinary Team (MDT) Coordinator/Forensic Interviewer facilitates a coordinated approach in child abuse investigations. This position works closely with Law Enforcement, the Department of Children and Family Services (DCFS), State's Attorney offices, medical professionals, mental health professionals, victim advocates, probation and various other professionals who may be involved during the course of child abuse/neglect investigations. This position also conducts legally sound, neutral, fact-finding interviews with alleging child victims of abuse, working as part of the MDT. The purpose of a forensic interview in a CAC is to obtain information from a child about abuse allegations in a developmentally, trauma-informed, culturally sensitive, unbiased, legally sound, fact-finding manner that will elicit accurate information and fair decision making by the MDT within the criminal justice system, child protection and service delivery systems.

**SPECIFIC RESPONSIBILITIES/SKILLS REQUIRED:**

- The primary responsibility of the MDT Coordinator is to earn respect of all MDT and foster open and positive relationships with law enforcement, DCFS and the prosecuting attorneys while promoting best practices for child abuse investigations.
- To promote utilization of the CAC in accordance with team protocol per Children's Advocacy Center Act.
- Coordinate, facilitate and participate in regular Case Reviews Meetings to ensure accountability and collaboration between team members for all active child abuse and neglect cases, including child deaths.
- To improve communication and adherence to the MDT approach and provide case coordination between medical providers and the child welfare investigators and criminal investigators.
- To prepare and distribute agendas for the MDT, summarizing the decisions and action plans of the MDT, update and maintain a case tracking system and provide statistical data as requested.
- To be familiar with the NCA Standards for Accreditation for the MDT and Case Review and provide leadership in maintaining the standards.
- To facilitate healthy relationships between the MDT and work to resolve conflicts among the team when they arise.
- To regularly assess training needs of the MDT and implement those trainings, including cultural diversity and trauma-informed care.
- To maintain current case disposition information on all CAC cases and documenting case progression throughout the civil and criminal justice system response.
- To regularly assess training needs of the MDT and implement those trainings, including cultural diversity and trauma informed care. MDT coordinator will work with Statewide Training Coordinator to implement those trainings.
- To ensure culturally competent services are provided to all families served without regard to race, ethnicity, religion, socioeconomic status, disability, gender or sexual orientation.
- Will receive specialized training on the role of the position through Children's Advocacy Centers of Illinois and other approved training.
- Will ensure that the MDT unit model approach is carried through on all decision-making regarding cases and in the interest of the child.

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- Will act inclusively with all team members modeling facilitation skills for the multidisciplinary teams without driving the outcomes and keeping the process focused on solutions.
- Will work closely with the members of the multidisciplinary teams to review and update team protocols annually.
- Will work closely with the State Wide MDT Coordinator.
- Conduct child-centered forensic interview according to a 40-hour nationally accredited forensic interview model in accordance with CAC protocol, and NCA standards.
- Adhere to research-based forensic interview guidelines that create an interview environment that enhances free recall, minimizes interviewer influence and gathers information needed by all MDT members involved to avoid duplication of the interview process.
- Consult with investigative MDT members in a formal pre- and post-interview staffing to share information that may be pertinent to the interview or subsequent investigation.
- Assist in development and implementation of training for MDT members as needed and ongoing.
- Attend and participate in staff development involving updated information on child abuse issues, interviewing techniques and the MDT approach to child abuse investigations.
- Answer crisis telephone calls.
- Strict adherence to confidentiality.
- Ability to apply knowledge of child development
- Knowledge of child sexual abuse and neglect, ability to apply this information in working with children and non-offending family members
- Knowledge of criminal court and juvenile court systems
- Working knowledge of community resources
- Make appropriate service referrals for victims/family members
- Provide public education and professional trainings
- Staff all cases with Center staff, weekly
- Experience working with child welfare system
- Organizational skills to independently manage caseload and related responsibilities
- Ability to work effectively with professionals from other agencies/groups
- Effective communication and problem solving skills

**REQUIRED SKILLS:** Knowledge of overall child protection and legal systems. Ability to communicate effectively with all MDT members, as well as with children and adolescents. Academic training in or knowledge of developmental stages of children and the dynamics and effects of child abuse. Excellent writing and verbal communication, computer skills, mediation and facilitation skills are a must. Knowledge of and sensitivity to family systems and child victimization. Ability to work well with a variety of professional disciplines.

**QUALIFICATIONS:**

- Bachelor's Degree required, Master's preferred in human service or related field, with experience working with children and families
- Working knowledge of the dynamics of child abuse, particularly child sexual abuse is desired
- Ability to engage children of all ages in an interview type setting
- Ability to communicate well orally and in writing