Cumberland County Multi-Disciplinary Investigative Team Coordinator job description

The mission of the Cumberland County Multi-Disciplinary Investigative Team is to cooperate in a collaborative approach to cases involving child victims in order to reduce the amount of trauma to the child victim and to facilitate strong case development.

Position Title: Multi-Disciplinary Investigative Team Coordinator

Classification: $26.96/hr. for no more than 27 hours a week; a budget for traveling and supplies

Grant funded position effective 10/1/17 – 9/30/18. Funding is through PCCD’s Emerging CACs and MDITs grant to the Cumberland County Commissioners on behalf of the Cumberland County MDIT.

Job Responsibilities:

* Work with the team to develop and implement a plan for MDIT development, to include training and conflict resolution for administrative and line members
* Work with the team to Develop a method for collecting and tracking data/cases from all agencies
* Work with the team to develop a method for selecting cases to be reviewed by the MDIT
* Coordinate the list for case review
* Coordinate and lead the monthly MDIT meetings
* Work with the team to identify gaps in referrals to CACs and develop a process to fill these gaps
* Work with the team to create MOUs between all agencies, police departments and CACs
* Work with the team to update MDIT Protocol
* Work with the team to promote compliance with the County’s MDIT protocol
* Attend the PA Chapter of CACs and MDITs and the National Children Alliance monthly coordinator peer conference calls
* Attend facilitator training

Overall Goals of this position:

* Increase the number of children referred to a CAC so children receive medical and mental health treatment, and for more successful prosecution of child abuse cases.
* Resolve conflict within the MDIT through team development and training.

Qualifications:

* Bachelors/Master’s Degree
* Knowledge of and experience in the criminal justice and /or child welfare systems with regard to child abuse reporting, investigations, and response
* Outstanding interpersonal skills and a demonstrated ability to cultivate and sustain a wide professional network
* Ability to work independently, prioritize, and meet multiple deadlines and demands
* Comfortable with ambiguity and shaping a new organizational position and role
* Genuine interest in and comfort with data and systems
* Current child abuse clearances

All inquiries and interest should be directed to Michelle Sibert, Director of Victim Services in the Cumberland County District Attorney’s Office.

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