

**Children's Advocacy Centers of Mississippi**  
**MDT Enhancement Coordinator**  
**Job Description**

**REPORTS TO: Program Director**

**GENERAL RESPONSIBILITIES:**

The Employee oversees specific programs of the agency under the supervision of the Program Director and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi and be knowledgeable of existing policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

Oversees the training and technical assistance for child advocacy centers, multidisciplinary teams and other professionals throughout the state. The MDT Enhancement Coordinator also assists in providing support services through the Victim Assistance and Advocacy Program for child victims and their non-offending family members inquiring through CACM. He/she is a highly trained individual skilled in dealing with families in crisis and child abuse. These duties are performed in a manner consistent with the mission and objectives of the agency which include but are not limited to:

- Writing, delivering and developing curriculum that will be used in state wide training of individuals from various disciplines including but not limited to multidisciplinary team members, victim advocates, service providers, law enforcement and criminal justice officials on the Victim Assistance and Advocacy Program professionals;
- Coordination of statewide and individualized trainings for multidisciplinary teams (protocol development, working as a team, trauma- informed teams, etc.);
- Provide technical assistance to CAC victim advocates and MDT Facilitators across Mississippi;
- Advocacy for victims of crime; providing crisis intervention and emotional support as needed;
- Provide information on the Crime Victim's Compensation fund and the Victim's Bill of Rights;
- Coordination of the MDT Enhancement Project, including the ability to master use of MACWIS and Collaborate;
- Communicate effectively with partner agencies;
- Coordination of specialized trainings for MDTs and CACs;
- Participate as faculty of the statewide forensic interview training program (ChildFirst);
- Assist in the coordination of the statewide CAST program, including guest faculty at colleges and universities, when applicable;
- Utilizes the data collected from member statistical information regarding the types of cases seen and reviewed through CACs and MDTs to improve services;
- Oversee member relations as it relates to the NCA standards for accreditation for MDT and case review;
- Attend regular meetings as assigned by the Program Director;
- Create a strong sense of unity and cohesiveness among the CACs and MDTs in Mississippi; and
- Completes other duties as assigned.

Is a self-motivated professional to meet the day-to-day functions of the agency.

Maintains and maximizes the image of the Children's Advocacy Centers of Mississippi through his/her interface with state and national agencies, all public and private entities, and member CACs.

## QUALIFICATIONS:

Bachelor's degree in human services, legal, or health related field with experience working with training, community outreach, and group interaction. Must have excellent human relations skills within a management setting; able to skillfully handle problems and create an atmosphere of team building; possess excellent communication skills; be able to arrange and conduct meetings or training activities; be able to negotiate an array of diverse organizations and individuals; present information to various government and non-profit entities; and administer duties in a positive and supportive manner.

Specifically,

- A Master's degree is preferred with 2 years' post-graduate work.
- Understanding of the mission of children's advocacy centers and multidisciplinary teams. Direct experience preferred.
- Capable of providing crisis intervention. Direct experience preferred.
- Understanding of higher learning institutions. Direct experience preferred.
- Demonstrates excellence in both written and oral communications.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background check and ability to travel required.
- An ability and willingness to travel extensively (up to 50%).

Salary range is commensurate with experience. Office is located in Jackson, Mississippi. The selected candidate must successfully complete a comprehensive background screening process.

**All letters of interest and resumes can be sent to [emahone@mschaptercacs.org](mailto:emahone@mschaptercacs.org).**