

October 31, 2000

Findings Exhibit Y

MULTIDISCIPLINARY TEAM COORDINATOR Duties and Responsibilities

JOB SUMMARY: The goal of the team is effective, coordinated and comprehensive multidisciplinary investigation of and intervention in cases of severe child maltreatment. The MDT Coordinator is a *neutral party* designated by the team to facilitate team meetings and activities. The Coordinator's roll involves: enhancing effective communication between team members, fostering mutual respect for the responsibilities and mandates of each team member, promoting recognition of the contribution each member makes in an effective response to child maltreatment and developing effective problem solving strategies.

RESPONSIBILITIES:

Team Operations

Maintain accurate records and complete required paper work in a timely manner. These records and paper work include, but are not limited to:

1. MDT Monthly Reports (due by the 10th of the following month).
2. MDT Confidentiality Form (copy due with MDT Monthly Report). This form also serves as the attendance log for team meetings.
3. Periodic surveys by the Arkansas Commission on Child Abuse, Rape & Domestic Violence (ACCARDV).
4. Periodic inventory of supplies and equipment purchased with monies from ACCARDV.
5. Record of expenditures of state and federal funds for team expenses.
6. Current list of MDT members, to be made available to the ACCARDV upon request.

Schedule at least one team meeting per month. A brief letter of explanation must be submitted to the ACCARDV if the team does not meet during the month (due by the 10th of the flowing month instead of the monthly report).

Notify permanent and ad hoc members of the date, time and location of team meetings.

Schedule cases to be discussed by the team. These cases include initial case discussions, crisis intervention and case management recommendations, periodic reviews, and special reviews.

Prepare the agenda for the team meeting.

Chair and facilitate the team meeting.

Track the status of cases discussed and reviewed by the team. Develop additional team tracking forms if needed.

Handle all written correspondence *at the direction of the team.*

Facilitate development of written protocols for coordinated investigations of alleged severe child maltreatment.

Serve as the team's liaison with community agencies. Coordinate efforts to develop additional resources for child victims of abuse and their families.

Periodically review team protocols to insure they are all still applicable.

Community Relations

Facilitate communication between agencies and individuals.

Encourage respect between community agencies for the differing roles and mandates of each agency.

Provide a forum for problem solving around issues of child maltreatment investigation and intervention.

Provide resource information on child maltreatment to individuals or agencies as requested.

Attend team member agencies training, *as able*, to become familiar with agency programs and responsibilities.

Responsibilities to ACCARDV

Attend required meetings and training of the ACCARDV. Required meetings include:

- Two (2) full team meetings per year – 100% attendance unless there is a valid excuse.

NOTE: Continual inability to attend scheduled meetings due to conflicts with other full or part-time employment is not considered a valid excuse and may be grounds to reevaluate the contract. It is the responsibility of the ACCARDV to provide Coordinators with the meeting schedule far enough in advance that they can arrange their schedules to be present for required meetings.

RESPONSIBLE TO:

The MDT Coordinator is directly answerable to both the local multi-disciplinary team and the Arkansas Commission on Child Abuse, Rape & Domestic Violence. The local team is responsible for decisions regarding hiring, retaining or discharging the MDT Coordinator. The Arkansas Commission on Child Abuse, Rape & Domestic Violence is responsible for decisions related to funding the position, contingent upon satisfactory performance of the above stated duties and responsibilities and favorable evaluation of the Coordinator's performance by MDT members.

The ACCARDV will provide technical assistance to the Coordinator. The ACCARDV will provide periodic training on issues related to child maltreatment and on issues related to team development and team building.