

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
<http://www.harriscountytexas.gov/hrm>
invites applications for the position of:

Multidisciplinary Team Supervisor

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	08/14/15
CLOSING DATE:	09/11/15 11:59 PM

POSITION DESCRIPTION:

Supervises Multidisciplinary Team Coordinator and support staff as needed.

- Performs all administrative tasks related to Multidisciplinary Team (MDT) Enhancement program, personnel, and grants.
- Maintains forensic materials and supplies.
- Adheres to and implements policies and procedures involving Multidisciplinary Team Working Protocols in an effort to enhance the overall collaborative approach to the investigation, assessment, intervention and referral for prosecution of child abuse cases worked through the CAC and its MDT.
- Establishes and maintains dialogue with Children's Protective Services and Law Enforcement related to identification of cases in need of forensic interviews, joint investigations, case review, and training that will enhance the program and program development.
- Assesses and addresses ongoing training and technical assistance needs of MDT related to collaborative efforts throughout cases and cross-discipline training.
- Assesses and addresses MDT Working Protocols, ongoing identification of possible need for modifications, re-execution, etc.
- Ensures comprehensive, and timely orientation for new MDT members including, but not limited to, center protocols related to statewide intake process, joint investigations and coordination of investigative efforts.
- Assesses MDT relationships, satisfaction, level of participation, etc.
- Collaborates with all partner agencies to ensure best practice and serves as primary contact person/consultant for all forensic services-related issues.
- Provides forensic consultation and expert testimony regarding the forensic

- evaluation.
- Performs other duties as assigned.

REQUIREMENTS:

- Master's degree in Social Work or a related mental health discipline **and**
- A minimum of three (3) years of experience working in child abuse and neglect

OR

- Bachelor's degree **and**
- A minimum of five (5) years of experience working in child abuse and neglect.

Additional Requirements

- Experience working with legal and protective systems and multidisciplinary programs.
- Ability to communicate orally and in writing.
- Ability to work in highly stressful situations.
- Ability to prioritize multiple service demands is imperative.

NOTE: Qualifying education, experience, knowledge and skills must be documented on your job application. You may attach a resume to the application as supporting documentation; but **ONLY information stated on the application will be used for consideration. "See Resume"** will not be accepted for qualifications.

PREFERENCES:

- Supervisory experience.

GENERAL INFORMATION:

HOURS: 8:00 a.m. - 5:00 p.m. / Monday - Friday

SALARY: Up To \$60,000.00 Per Year
Commensurate With Experience
Based on 26 Pay Periods

“A heavy volume of applications may cause positions to close prior to advertised closing date.”

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:
<http://www.harriscountytexas.gov/hrrm/employment.aspx>

1310 Prairie Street, Ste. 170
Houston, TX 77002
713-274-5444

Position #00753
MULTIDISCIPLINARY TEAM SUPERVISOR

employment@bmd.hctx.net

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
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<http://www.harriscountytexas.gov/hrm>
invites applications for the position of:

Multidisciplinary Team Coordinator

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	08/13/15
CLOSING DATE:	09/11/15 11:59 PM

POSITION DESCRIPTION:

Responsible for reviewing, coordinating, and assessing statewide intakes of child abuse cases for the purpose of assessing cases in need of forensic interviews, joint investigations, and case review in line with the Children's Advocacy Center (CAC) /Multidisciplinary Team (MDT) Working Protocols.

- Receives and conducts a preliminary review of statewide intakes on a daily basis.
- Initiates process for more in-depth review of reports.
- Coordinates forensic interview scheduling among staff.
- Makes contact with appropriate Children's Protective Services and Law Enforcement Investigators to facilitate initiation of joint investigation.
- Schedules forensic interviews as needed.
- Facilitates dialogue with Children's Protective Services and Law Enforcement Investigators related to identification of cases in need of forensic interviews, joint investigations, and case review.
- Make determinations related to intake report alignment with CAC/MDT working protocols, as needed.
- Maintains current knowledge of partner agency personnel assigned to CAC/MDT investigations, including changes to partner agency assignments impacting the CAC and MDT.
- Establishes and maintains open communication and healthy relationships with all partner agency representatives, CAC Forensic Interviewers, family advocates, and medical/mental health providers.

- Performs MDT Case Review Meeting facilitation, MDT Conflict Mediation, MDT Memorandum of Understanding and Working Protocol review, revisions and re-execution.
- Provides conflict resolution and mediation to partner agencies and departments involved in the intake process.
- Produces periodic reports for purposes of tracking statewide intake activity and outcomes.
- Performs other duties as assigned.

REQUIREMENTS:

- Bachelor's degree in a Mental Health discipline.

OR

- Bachelor's degree **and**
- A minimum of two (2) years of experience in child abuse and neglect.

PLUS

- Proficient in the use of Microsoft Office software.
- Must possess excellent conflict resolution and mediation skills.
- Effective oral and written communication skills.
- Ability to quickly learn data software.

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PREFERENCES:

- Knowledge of output and outcome data collection, compilation and evaluation.
- Familiarity with Working Protocol case criteria.
- Knowledge of Children's Protective Services and Law Enforcement designations, definitions and acronyms.
- Understanding of all partner agency discipline areas of authority, roles on MDT, unique cultures, etc.
- Knowledge of core CAC components: MDT, Forensic Interviews, Family Advocacy, Medical, Mental Health, Case Tracking, Case Review.
- Knowledge of CAC/MDT case review process.
- Knowledge and understanding of CAC/MDT Working Protocols.

- Ability to facilitate participatory discussion.

GENERAL INFORMATION:

HOURS: 8:00 a.m. - 5:00 p.m. / Monday - Friday

SALARY: Up To \$50,000.00 Per Year
Commensurate With Experience
Based on 26 Pay Periods

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Position #00744
MULTIDISCIPLINARY TEAM COORDINATOR
DC

employment@bmd.hctx.net

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
<http://www.harriscountytexas.gov/hrrm>
invites applications for the position of:

Multidisciplinary Team Intake Support

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	08/13/15
CLOSING DATE:	09/11/15 11:59 PM

POSITION DESCRIPTION:

Under direct supervision, the Multidisciplinary Team Intake Support provides administrative and clerical support for the Children's Assessment Center.

- Verifies sensitive and confidential information.
- Operates highly specialized data entry software and maintains customized database.
- Performs case related output entry, oversight, and report generation.
- Provides support assistance to the development of the Multidisciplinary Team program, to include general support of the Children's Assessment Center (CAC) Forensic Services Department.
- Inputs data into the case tracking system obtained from the staff and all partner agencies as needed.
- Analyzes data from the case tracking system and prepares reports.
- Tracks and maintains accurate information on clients.
- Schedules forensic interviews and notifies staff when a client arrives.
- Assesses whether interviews have been scheduled or conducted.
- Enters and identifies report/notification information.
- Compiles and evaluates output and outcome data collection.
- Generates quarterly, monthly, and annual reports.
- Ensures reports/records are retained, protected and/or destroyed as to ensure confidentiality and compliance with CAC's records retention policies.
- Performs other duties as assigned.

REQUIREMENTS:

- High school diploma or G.E.D. equivalent.
- One (1) year of office and administrative support experience.
- Proficient working knowledge of computers and Microsoft Office software.
- Effective oral and written communication and strong organizational skills.
- Skill in prioritizing job tasks.
- Ability to implement and maintain a categorical filing system.
- Ability to schedule multiple appointments.

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PREFERENCES:

- Experience with output and outcome data collection, compilation and evaluation.
- Knowledge of Child Protective Services and Law Enforcement designations, definitions and acronyms.
- Effective scheduling and coordination among multiple parties.
- Familiarity of working protocol case criteria.

GENERAL INFORMATION:

HOURS: 8:00 a.m. - 5:00 p.m. / Monday - Friday

SALARY: Up To \$35,000.00 Per Year
Commensurate With Experience
Based on 26 Pay Periods

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Position #00746
MULTIDISCIPLINARY TEAM INTAKE SUPPORT