



Multidisciplinary Team (MDT) Enhancement Program Specialist Job Description

Missouri KidsFirst is a nonprofit organization with a mission of empowering adults to protect children from abuse and neglect. As the accredited state chapter of the fifteen regional child advocacy centers (CACs), the coordinator for the Missouri SAFE-CARE Network—the state’s medical response to child abuse, and the seat of Prevent Child Abuse Missouri, we form a statewide network of individuals, programs and organizations committed to protecting children by improving the response to abuse and ending the cycle of maltreatment in our communities.

Position Overview

The role of the MDT Enhancement Program Specialist is to provide oversight, development, and direction for the MDT Enhancement Initiative coordinated by Missouri KidsFirst and provide professional development and support for child advocacy center (CAC) staff and multidisciplinary team (MDT) members. This position works collaboratively with partners and stakeholders to promote best practices in the field and improve Missouri’s statewide response to child abuse and neglect. Independent judgment and discretion are necessary to accomplish the duties set forth, below.

The MDT Enhancement Program Specialist is supported by state and federal grants and contracts, thus requiring compliance with state and federal requirements. This position requires occasional in-state and out-of-state travel, and employees are reimbursed for travel expenses at a reasonable rate. Evening and weekend hours are occasionally necessary. The MDT Enhancement Program Specialist reports to the Program Manager of Training and Education. This is a full- time salaried position.

Qualifications

- Bachelor’s Degree in the field of Social Work, Public Health, Psychology, Sociology, Criminal Justice Administration, Human Services, or other related fields
- 2 or more years of experience working in program development, research methods, training coordination and delivery, multidisciplinary professions, or other related fields
- Knowledge of child advocacy centers and multidisciplinary teams
- Ability to travel statewide, as needed, using personal vehicle
- General knowledge of program development and evaluation
- General knowledge of child abuse response and intervention; victim advocacy; forensic interviewing; child abuse prosecution; child abuse investigation; or related fields
- Must pass national criminal, national sex offender, and Family Care Safety Registry background checks

Preferred Qualifications

- Experience working in or with child advocacy centers or multidisciplinary child abuse professionals (i.e. medical, legal, social service, law enforcement, victim services, etc.)
- Experience in program coordination and development
- Experience providing training or technical assistance
- Experience or knowledge in program evaluation, design, and analysis
- Experience with child abuse identification, investigation, and response

Skills

- General computer skills (including Microsoft Office)
- Ability to use video conferencing/webinar software
- Strong organizational skills
- Ability to prioritize and multi-task
- Critical thinking and problem-solving skills
- Ability to work in a team
- Ability to work independently
- Strong interpersonal skills

Job Duties

Program Development and Management

- Develop and track annual goals and objectives for the MDT Enhancement Initiative in consultation with Program Manager and Executive Director
- Serve as primary administrator of MDT Enhancement initiative-related funds, including drafting and managing work plans, grant proposals, submitting grant reports and compiling information for annual reports
- Evaluate program activities to determine program needs and success
- Lead meetings and facilitate communication among child abuse intervention professionals
- Research, develop and promote best practice guidelines for MDTs
- Maintain Initiative-related subcontracts, as needed

Training Development, Coordination, and Evaluation

- Develop MDT training curricula in consultation with CACs and MDT partners
- Lead presentations, as needed, at state, regional, and national conferences
- Develop and manage evaluation methods to assess all trainings delivered by and for Missouri KidsFirst's MDT Enhancement Initiative
- Produce reports on programmatic outcomes and deliverables

Other Miscellaneous

- Perform administrative functions of Missouri KidsFirst, as needed
- Participate with staff in the preparation of other meetings, training and public awareness events
- Assume other responsibilities to meet the goals and objectives of Missouri KidsFirst, as needed and assigned

Salary Range:
\$45,000 - \$55,000

APPLICATION INSTRUCTIONS

All applicants should apply with a cover letter and resume to Jessica Seitz, Executive Director at JessicaSeitz@missourikidsfirst.org. Please visit www.missourikidsfirst.org for more information about Missouri KidsFirst. No phone calls please. Preference will be given to applications received before May 31, 2023 but applications will be reviewed, and interviews granted, on a rolling basis so we encourage interested applicants to apply as soon as possible.

Missouri KidsFirst is an equal opportunity employer. We are committed to equal opportunities for all applicants and employees without regard to ability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.

Our Mission:

Missouri KidsFirst empowers adults to protect children from abuse and neglect through community education, professional training, and child advocacy.

Our Vision:

Our vision is for all children to be treated with kindness, dignity and respect.

Our Story:

Missouri KidsFirst was fully chartered as Prevent Child Abuse Missouri in 2010. Additionally, Missouri KidsFirst serves as the state chapter for Missouri child advocacy centers. Missouri KidsFirst primarily leads and supports communities in abuse prevention, provides training to multi-disciplinary team members engaged in child protection, and advocates public policies that address and prevent child abuse. Our organization is fully committed to building community and organizational cultures that center child safety and wellbeing.