

## **Center for Child Protection Job Description**

**Job Title: Team Coordinator**

**Supervisor: Director of Team Coordination**

**Job Summary:** The Team Coordinator is responsible for the coordination of multi-disciplinary response to child abuse and neglect cases and scheduling or referral of services.

**Minimum Qualifications:**

- Bachelor's degree in behavioral science or related field preferred or equivalent combination of education, training, and experience
- Three years' experience in direct delivery of social services
- Experience in the areas of criminal justice, child protective services, and victim services
- Strong, positive, interpersonal skills
- Ability to effectively facilitate meetings
- Ability to work with diverse groups/disciplines in stressful settings
- Ability to develop professional relationships and build relationships within others
- Ability to be flexible in an ever-changing environment
- Ability to work within complex criminal justice systems
- Ability to work with a multi-disciplinary team
- Ability to communicate effectively and professionally, especially in challenging and complex environments
- Ability to problem solve and think creatively

**Job Tasks:**

1. Facilitates collaborative investigations and coordination of Center services for the Child Protection Team (CPT)
2. Works closely with Center agency partners (CPS, Law Enforcement, Prosecution and Medical) and Director of Team Coordination to develop strong working relationships
3. Coordinates team building and information sharing opportunities with Child Protection Team members
4. Reviews DFPS Statewide Intake notifications of child abuse and neglect daily
5. Identifies intake notifications that fit within the CPT's working protocols, criminal and civil

6. Facilitates coordination of joint investigations and forensic interviews with Child Protective Services, and law enforcement to schedule interviews and/or add cases for discussion during case staffings for criminal and civil cases
7. Maintains a comprehensive knowledge of the Penal Code, the Texas Family Code, Child Abuse Standard Operating Procedures, and CPT Operational Guidelines
8. Maintains on-going communication with Center Forensic Interviewers and Family Advocates
9. Coordinates and facilitates MDT case staffings and participates in CARE Team staffings, as requested by the Director of Team Coordination
10. Follows Center policies and procedures at all times
11. Attends bi-weekly supervision with Director of Team Coordination to review program progress and upcoming objectives
12. Attends bi-weekly group supervision meetings with Coordination Team to review program progress and upcoming objectives
13. Attends monthly staff meetings and other community meetings, as assigned
14. Maintains a comprehensive knowledge of the mission, core values and vision of the Center and the children's advocacy model
15. Represents the Center and speaks at community events, as requested
16. Conducts Center tours, as requested
17. Provides Program support for forensic, therapy and medical services, as needed
18. Assists the Director of Team Coordination with strategic planning to identify growth opportunities for further development of the Child Protection Team relations and activities
19. Performs other duties as assigned

**FLSA:**

Non-Exempt

**Physical Requirements:**

Reaching	Occasionally
Typing	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently

Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

**Strength:**

Light Work - Lift up to 20 pounds occasionally

**Environmental Conditions:**

Noise: Moderate

**Work Situations:**

Direct/Control/Plan  
Influencing People  
Dealing with people  
Making Judgments/Decisions

**Equal Opportunity Employer**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required by their supervisor.

CACTX designates Children's Advocacy Centers as an essential employer.