



COUNTY OF LASSEN

JOB DESCRIPTION

Class Title:	MDIT Coordinator I/II	CLASS CODE	
Department:	District Attorney	UNIT	LCGU/UPEC
Reports to:	District Attorney	FLSA Status	Non- Exempt
Board Approval	Pending June 12, 2018 BOS meeting	RANGE	18/20

JOB SUMMARY

Under general direction from the District Attorney, the Multi-Disciplinary Interview Team Coordinator (MDIT Coordinator) plans objectives, organizes reports, coordinates and provides support to the Child Advocacy Center/Multi-Disciplinary Interview Team for Lassen County. The position will be responsible for tracking and reporting data quarterly and at the end of the grant year to Cal OES. The MDIT Coordinator will develop community resources and training opportunities for the MDI Team; represent the MDI Team within community organizations and agencies; assess victim needs and make referrals. The MDIT Coordinator will be the contact staff for the organization, scheduling and planning of child forensic interviews, attending Sexual Assault Review Team and other related team meetings. Other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney.

The position will exercise supervision of subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

(All duties may not be performed by all incumbents.) Other duties may be assigned.

Coordinate the MDI Team; ensure legislative and grant mandates are achieved; work with the District Attorney in the development of policies and guidelines; evaluate training needs and plan training activities;

Work with community organizations to develop resources and appropriate referral services for victims and non-offending family members;

Develops methods for explaining and promoting MDIT services;

Provides professional and technical consultation;

Assist with the development and monitoring of grant monies; monitor and participate in the preparation of the annual budget and quarterly reports; reviews and evaluates legislation (current and pending), codes and administrative regulations;

Establishes and maintains liaison with law enforcement, other criminal justice agencies, and victim services agencies;

Represents the District Attorney at meetings, conferences and seminars relating to a variety of Criminal Justice System activities;

Perform a variety of MDIT administrative and support functions.



MINIMUM QUALIFICATIONS REQUIRED

MDIT COORDINATOR I:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education and Experience:

Experience working with victims and witnesses and case management in a criminal justice or social services agency. A minimum of at least 40 hours of college course work in a related field; an Associate's Degree preferred.

MDIT COORDINATOR II:

Education and Experience:

Two years' experience equivalent to the MDIT Coordinator I level, successful completion of the CFIT training module and by recommendation of the District Attorney. Bachelor's degree in criminal justice, social or behavioral science, criminology, public administration or administration of justice. Four years' job related experience in one of the listed fields could be substituted.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Rules and regulations governing CAC/MDIT services.
- Lyon's 10 step Child Forensic Interviewing Techniques.
- County policies, rules and regulations.
- Functions of public law enforcement agencies and the criminal justice system.
- Principles of assisting victims and witnesses of crimes.
- Challenges requiring referral to other organizations and support services.
- Record and data management and reporting.
- Development, monitoring and evaluation of MDIT systems.
- Principles of training, coordination and budgeting.

Ability to:

- Plan, organize, and evaluate objectives.
- Develop and evaluate procedures, standards and methods for the team based on legislative requirements and community needs.
- Provide a variety of client and support services for the MDI Team.
- Identify victim and non-offending caregiver needs, and make appropriate referrals.
- Gather, organize, analyze, and present a variety of data and information.



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- Experience with database input and report generating, WORD, EXCEL and PowerPoint applications.
- Prepare clear, concise and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Assist with development of community referral resources.
- Effectively represent the MDI Team in contacts with service providers, the public, community organizations, and other government.
- Establish and maintain cooperative working relationships.

Physical Demands and Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate a motor vehicle.

Work is performed in an office environment; MDIT Interview Room, conference room, courtroom; will occasionally drive to remote locations within the county; continuous contact with other staff and the public.

The incumbent for the position will be required to undergo extensive background/fingerprint check with the FBI/DOJ and Child Abuse Registry.