**The Martin House Children’s Advocacy Center**

*The Martin House Children’s Advocacy Center is growing to better serve child abuse victims in Gregg, Harrison, and Marion Counties. We are adding dynamic, dedicated, and compassionate members to our team. Ideal candidates must meet our minimum requirements, have an unwavering commitment to helping children, and be dependable professionals at all times. The Martin House offers a salary commensurate with experience and a generous benefits package including paid employee health insurance. If interested, please review the job descriptions and email résumés to:* [*roxanne@themartinhousecac.org*](mailto:roxanne@themartinhousecac.org)*; no phone calls please. The Martin House CAC is an equal opportunity employer.*

**Job Description**

POSITION TITLE: Intake Coordinator REPORTS TO: Executive Director SCHEDULE: Full Time; Exempt

JOB DESCRIPTION:

The Intake Coordinator is an integral part of the MDT Enhancement Program developed to improve the collaborative approach to child abuse investigation, intervention, and prosecution. The Intake Coordinator is responsible for reviewing notifications of child abuse and neglect, by fax or email, from the Department of Family and Protective Services (DFPS) Statewide Intake, identifying cases that fit within the criteria of the CAC’s Working Protocols with MDT members, facilitating the coordination of joint investigations and forensic interviews, and completing necessary reports. The Intake Coordinator must work well independently, be extremely organized, communicate well verbally and in writing, and be assertive and proactive in contacting agency partners to schedule services for alleged child abuse victims. This position must cultivate strong, collaborative, team relationships, use sound judgment in assessing case information, and demonstrate exceptional facilitation skills. Evening and weekend hours may be required occasionally.

DUTIES:

* Review and conduct preliminary assessments of DFPS Statewide Intake notifications of abuse and neglect received via email and/or fax;
* Complete intake case sheets, reports, or spreadsheets for each notification to track case progress;
* Identify notifications that fit within case criteria of the CAC’s working protocols with MDT members;
* Initiate process for more in-depth review of notifications that may align with case criteria to determine next steps;
* Contact, collaborate with, and facilitate coordination of joint investigations and forensic interviews with personnel from partner agencies to schedule interviews and/or add cases for discussion during case review meetings;
* Maintain and update schedule/calendar of forensic interviews;
* Participate in multidisciplinary team case review meetings;
* Establish and cultivate open, on-going communication with all CAC staff and agency partner members;
* Maintain strict confidentiality and cross-cultural awareness in the performance of all duties;
* Attend local, out-of-town, or overnight specialized training or peer review meetings as needed;
* Produce statistical and tracking reports regarding Statewide Intake activity and outcomes;
* Data entry, filing, answering phones, and general office duties;
* Other duties as assigned by the Executive Director or added to the scope of responsibility for the position

MINIMUM REQUIREMENTS: Bachelor’s degree, preferably in social work, law enforcement, administration, management, or related field plus 1 year of applicable experience. Prior relevant work experience with DFPS and knowledge of CPS definitions and acronyms highly desirable. Sound reasoning, judgment, and high professional standards a must. Knowledge of group dynamics and effective facilitation strategies a plus. Excellent organizational and scheduling skills; outstanding written and verbal communication abilities; effective interpersonal and collaborative skills. Must be able to focus under pressure and with interruptions and meet strict deadlines. Must perform job duties independently, proactively, and with a variety of people in a team setting. Position involves sensitive and confidential information about child abuse victims and partner agency personnel at all levels. Strict confidentiality must be maintained. Must pass a thorough criminal background investigation.