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

**Job Description**

**POSITION TITLE: Intake Specialist**

**REPORTS TO: MDT Coordinator**

**SCHEDULE: Full-Time; Non-Exempt (Hourly)**

**JOB DESCRIPTION:**

The Intake Specialist is an integral part of the collaborative response to child abuse investigation, intervention, and prosecution. The Intake Specialist reviews notifications of child abuse and neglect, by fax or email, from the Department of Family and Protective Services (DFPS) Statewide Intake, identifies cases that fit within the criteria of The Martin House CAC’s Working Protocols, facilitates the coordination of joint investigations and scheduling of forensic interviews, and completes necessary data-entry duties, forms, and reports. The person in this position must work well in a team setting, be extremely organized and detail-oriented, have experience with Excel spreadsheets and Microsoft Office applications, communicate well verbally and in writing, and be proactive in contacting agency partners to schedule services for alleged child abuse victims. This is a full-time position requiring 40 hours per week. Occasional overtime, including evenings and weekends, is possible. Occasional travel between offices in Longview and Marshall or out of town for training is required.

**DUTIES:**

* Review and conduct preliminary assessments of DFPS Statewide Intake notifications of abuse and neglect received daily via email and/or fax;
* Complete intake case sheets, reports, or spreadsheets for each notification to track case progress;
* Produce monthly statistical and tracking reports regarding Statewide Intake activity and outcomes;
* Identify notifications that fit within case criteria of the CAC’s working protocols;
* Initiate more in-depth review of notifications that align with case criteria to determine next steps;
* Contact, communicate with, and facilitate coordination of joint investigations and forensic interviews with CAC staff and 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 and other CAC services;
* Participate in multi-disciplinary team case review meetings;
* Establish and cultivate open, on-going communication with coworkers and partner agency members;
* Maintain strict confidentiality and cross-cultural awareness in the performance of all duties;
* Attend local, out-of-town, or overnight trainings and peer review meetings as needed;
* Adhere to professional ethics and high standards in the performance of duties at all times;
* Data entry, filing, answer phones, and other general office duties;
* Other duties as assigned by the MDT Coordinator, Program Director, or Executive Director or added to the scope of responsibilities for the position

**MINIMUM REQUIREMENTS:**

Associate’s degree (Bachelor’s degree preferred) in social work, business administration, management, or related field plus 1 year experience in an office setting. Prior relevant work experience with DFPS and knowledge of CPS definitions and acronyms is highly desirable. Sound reasoning, judgment, and high professional standards a must. Excellent organizational and scheduling skills and written and verbal communication abilities; effective interpersonal and collaborative skills. Must be able to focus under pressure, with interruptions, and meet strict deadlines. Must have prior computer and data-entry experience and be proficient with using Excel spreadsheets, Outlook email, and Microsoft Office software. This position involves sensitive information about child abuse victims and partner agency personnel at all levels. Strict confidentiality must be maintained at all times. Must pass a thorough criminal background investigation.

**TO APPLY:**

Interested candidates should email a résumé and cover letter to roxanne@themartinhouseac.org. No phone calls or in-person requests for interviews please. The Martin House Children’s Advocacy Center is an equal-opportunity employer.

*The mission of The Martin House Children’s Advocacy Center is to ensure that every child*

*who is suffering from abuse and comes to our center has an opportunity to be heard, feel protected,*

*and receive services that are vital to his or her continued safety and future well-being.*