

POSITION OBJECTIVE: This position will ensure Multidisciplinary Team staffings occur within established time frames, include all relevant team members, allow for all members to have voice and input, and address child safety, permanency, and well-being. A trauma-competent, strengths-based approach will be used to maximize benefit to the families being served.

ESSENTIAL FUNCTIONS:

- Coordinate and facilitate specialized staffings and send notifications to all participants who are required to attend.
- Manage discussions that may result in competing opinions and recommendations from an array of team members and other persons involved in the life of the child for whom the MDT has been convened.
- Actively and professionally mediate disagreement during MDT staffings to ensure effective communication between participating individuals by using conflict resolution and collaborative problem solving to ensure that the child and family remain the primary focus of each MDT staffing.
- Develop and draft written reports for the courts that outline the overall decisions of the multidisciplinary staffings and the feedback of each individual participant.
- Ensure MDT tracking system is kept up-to-date; confirm and document invitation for all required attendees.
- Document the outcome of multidisciplinary staffings in the Florida Safe Families Network (FSFN) System.
- Coordinate, track, and ensure completion of transition plans.
- Establish and maintain cooperative working relationships with organizations and individuals involved with child welfare including Children’s Legal Services, Guardian ad Litem, schools, clinical professionals, and other community agency resources.
- Promote the concept of normalcy within all assessment and transition planning discussions.
- Participate in community activities and workgroups.
- Participate in the Quality Assurance/Quality Improvement Process.

QUALIFICATIONS:

REQUIRED:

- Bachelor’s degree from an accredited university and 3 years of experience in the human services field.

NWF Health Network
MDT Facilitator

PREFERRED:

- Master’s degree in a human services field.
- Prior experience facilitating MDT-style discussions.
- Prior experience with FSFN.
- Child Protection Professional Certification.
- Experience in implementing Quality Assurance and Improvement processes.

SKILLS:

- Strong conceptual understanding of the multiple factors at play in planning for child welfare involved families.
- Strong understanding of the various partners and entities involved in child welfare cases.
- Strong Analytical skills.
- Good interpersonal skills.
- Excellent assessment skills and intervention strategies.
- Ability to act with a high level of independent judgment.
- Strong verbal and written communication.
- Ability to establish and maintain effective working relationships with a variety of other professionals.
- Knowledge of community resources.
- Ability to handle confidential information.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor’s Name (print)

Employee’s Signature

Supervisor’s Signature

Date

Date