

Job Posting

Organization:	Tioga County District Attorney
Job Title / Position Number:	Multi-Disciplinary Investigative Team (MDIT) Coordinator
Type Position:	Full Time
Salary Range:	\$48,464.00
Posting Length:	Until filled
Posting Dates:	7/30/2025 until filled
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

The Multidisciplinary Investigative Team (MDIT) Coordinator facilitates a coordinated approach in the investigation of child abuse and neglect. This position in the District Attorney's office works very closely with Law Enforcement, Child Protective Services (CPS), medical professionals, mental health professionals, victim advocates, probation and various other professionals who may be involved during the course of child abuse/neglect investigations.

ELIGIBILITY -- ALL CANDIDATE(S):

Education : A bachelor's degree in social work, psychology, human services, criminal justice or related field. Work related experience may be considered as a substitute for education on a year-for-year basis. The employee will also be expected to complete additional training to obtain specific knowledge on multidisciplinary team coordination and facilitation.

Experience: Two years of professional experience working with children and families who have either experienced or witnessed trauma required; however, two years of professional experience in working with the criminal justice or child welfare system may be considered as substitute for direct experience.

Act 120 certified plus.

HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: mcarl@tiogacountypa.us

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER

JOB DESCRIPTION

Tioga County PA

Job Title: Multi-Disciplinary Investigative Team (MDIT) Coordinator

Reports to: District Attorney

Status: Full-time

Pay Scale/Grade/Salary: Approved by salary board

JOB SUMMARY:

The Multidisciplinary Investigative Team (MDIT) Coordinator facilitates a coordinated approach in the investigation of child abuse and neglect. This position in the District Attorney's office works very closely with Law Enforcement, Child Protective Services (CPS), medical professionals, mental health professionals, victim advocates, probation and various other professionals who may be involved during the course of child abuse/neglect investigations. The MDIT Coordinator's primary responsibility is to review, document, and track the receipt of CPS Statewide Intake Notifications (CY 47). Once documented, the SWI notifications are screened to determine which cases meet the criterion warranting CAC involvement. The MDIT Coordinator is responsible for coordinating efforts between Law Enforcement and Child Protective Services to schedule forensic interviews of children as needed. Additionally, this position is responsible for maintaining current case disposition information on all CPS cases and documenting case progression throughout the civil and criminal justice system response.

GENERAL STATEMENT OF DUTIES:

- To prepare and distribute agendas for the MDIT Team meeting, summarize the decisions and action plans of the MDIT Team, update and maintain the case tracking system and provide statistical data as requested.
- To earn the respect of the MDIT Team and foster open and positive relationships with law enforcement, Child Protective Services and the district attorney's office while promoting best practices for child abuse investigation and treatment.
- To promote improved communication, coordination and accountability across agency lines.
- To model facilitation skills for the MDIT team without driving the outcomes and keeping the process focused on solutions.
- To work closely with members of the MDIT team to address issues as they arise and resolve conflict within the team.
- To promote the utilization of the Children's Advocacy Center program in accordance with team protocols.
- To be familiar with NCA Standards for Accreditation for the Multidisciplinary Team and case review and provide leadership in maintaining the standards.
- To attend relevant training and stay current on emerging issues and trends related to the identifying, reporting, investigating, prosecuting and treating child abuse and neglect.
- To prepare monthly statistical reports, annual reports and assisting with other program and grant reports as requested.
- To ensure culturally competent services are provided to all families we serve without regard to race, ethnicity, religion, socioeconomic status, disability, gender or sexual orientation.

- To read and comply with the policies and procedures of the Child Advocacy Centers utilized in the investigation of cases.
- To promote a positive image of the Children's Advocacy Center program in the community and among the Multidisciplinary Interview Teams.
- OTHER DUTIES AS ASSIGNED

ESSENTIAL FUNCTIONS: (Illustrative Only)

- To work closely with the local law enforcement and Child Protective Services (CPS) to facilitate the coordination of investigations and the scheduling of forensic interviews needed through the Children's Advocacy Center (CAC) in response to allegations of child abuse and neglect.
- To receive, review and document the receipt of Statewide Intake Notifications from CPS intake reports for Tioga County.
- To document each report on an Excel spreadsheet with the case number, allegations, date and time reported, forensic interview, etc.
- To identify Statewide Intake Notifications that involves allegations or concerns within the parameters of the CAC working protocols criteria for case involvement.
- To make contact with the appropriate CPS Supervisor and staff caseworkers, receive caseworker assignments and make contact with CPS Investigator to schedule forensic interview, as needed.
- To make contact with appropriate law enforcement agency/detective for selected CY 47s to facilitate the scheduling of forensic interview(s) and to provide respective CPS Investigator contact information.
- To make a report with law enforcement based on the allegations in CPS intake, as needed.
- To complete forensic interview request form based on information provided in the CPS Intake and the agreed upon date and time of forensic interview scheduled by law enforcement/ CPS.
- To email the completed forensic interview request form to the appropriate MDIT investigations team within 24 hours of the scheduled forensic interview.
- Attend forensic interviews as a representative of the District Attorney's office.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge:

- Flexibility in schedule based on the needs of the organization and clients is required. Ideal candidate must possess resourcefulness and a working knowledge of Child Protective Services and the criminal justice response to child abuse.
- Possess general knowledge about the CAC and MDT model and feel comfortable facilitating professional county meetings regularly.
- Strong, effective verbal and written communication skills is required.
- Ideal candidate will also be skilled and proficient in utilizing computer programs and spreadsheets to allow for the ability to track and maintain data entry efficiently.

PHYSICAL ABILITIES

- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties. (Bend, kneel, stoop or climb).
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs and torso necessary to carry out typing, computer work and other job duties.
- Sedentary work, with occasional lifting/carrying of objects with weights of up to thirty pounds
- Must possess ability to record, convey and present information, explain procedures and follow instructions
- Must demonstrate emotional stability and be able to cope with physical and mental stress of the position.
- Must be able to pay close attention to details and concentrate on work.

MATERIAL AND EQUIPMENT USED

- Desktop or Laptop computer
- Typewriter
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

ACCEPTABLE (WORK) EXPERIENCE AND TRAINING:

- **Education:** A bachelor's degree in social work, psychology, human services, criminal justice or related field. Work related experience may be considered as a substitute for education on a year-for-year basis. The employee will also be expected to complete additional training to obtain specific knowledge on multidisciplinary team coordination and facilitation.
- **Experience:** Two years of professional experience working with children and families who have either experienced or witnessed trauma required; however, two years of professional experience in working with the criminal justice or child welfare system may be considered as substitute for direct experience.
- Act 120 certified a plus.

SPECIAL NEEDS:

Must have a valid driver's license and be able to travel if required to attend meetings, seminars and forensic interviews. This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Board of Commissioners. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____

Date: _____

Print name: _____

