EMPLOYMENT OPPORTUNITY

**Multi-Disciplinary Interview Team Coordinator I/ II (MDIT Coordinator)**

**SALARY AND BENEFITS**

MDIT I- $19.79-$23.80 hourly, plus benefits

MDIT II-$21.70-$26.12 hourly, plus benefits

***The MDIT Coordinator I/ II position is within the District Attorney' s Office, and is funded by a CALOES grant award. Employment is contingent on continuous funding.***

# FILING DEADLINE

5:00 p.m., August 3, 2018

# DUTIES AND RESPONSIBILITIES

The MDIT Coordinator plans objectives, organizes reports, coordinates and provides support to the Child Advocacy Center/Multi-Disciplinary 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 the community organizations and agencies; assess victim needs and make referrals. *The major duties of*

*the job include:*

* Coordinate the MDI Team; ensure legislative and grant mandates are achieved; work with the District Attorney in the development of polices 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.
* Develop methods for explaining and promoting MDIT service.
* 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) administrative regulations.
* Establishes and maintains liaison with law enforcement, other criminal justice agencies, and victim

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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**

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 is preferred.

***MDIT Coordinator II-*** *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 may be substituted.

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

**SELECTION PROCESS**

Application materials will be reviewed and the best-qualified applicants will be invited to Susanville to participate in interviews.

**HOW TO APPLY**

The Lassen County application is available in our application center at the address below and available at our website at: <http://www.lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department 221 South Roop Street Ste. 3

Susanville, California 96130

🕾(530) 251 -8320🕾

 Opened July 19, 2018

**🖙GENERAL INFORMATION🖘**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, finge1-printing, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/ or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.