



Missouri Network  
Against Child Abuse

## Multidisciplinary Team Program Specialist

### Job Description

Missouri Network Against Child Abuse (MO-NACA) is a nonprofit organization with a mission of empowering adults with solutions to support the safety of children. As the accredited state chapter of the fifteen regional child advocacy centers (CACs), the coordinator for the Missouri SAFE-CARE Network—the state’s medical response to child abuse—and the seat of Prevent Child Abuse Missouri, we are the expert in training, community education and advocacy for professionals, community members and partners, providing children with access to safety, justice and healing. MO-NACA is currently seeking applicants for a **Multidisciplinary Team Program Specialist**.

**Salary and benefits:** \$50,000-\$55,000 with major medical, dental and vision insurance, paid leave and 401(k) with match

**Location:** Position may be based in MO-NACA’s Jefferson City office or remotely in Missouri.

#### Position Overview

The role of the Multidisciplinary Team (MDT) Program Specialist is to provide oversight, development, and direction for the MDT Enhancement Initiative coordinated by Missouri Network Against Child Abuse (MO-NACA) and provide professional development and support for child advocacy center (CAC) staff and multidisciplinary team (MDT) members. This position works collaboratively with partners and stakeholders to promote best practices in the field and improve Missouri’s statewide response to child abuse and neglect.

The MDT Program Specialist is supported by state and federal grants and contracts, thus requiring compliance with state and federal requirements. This position requires occasional in-state and out-of-state travel, and employees are reimbursed for travel expenses at a reasonable rate. Evening and weekend hours are occasionally necessary. The MDT Program Specialist reports to the Director of Membership and Programs. This is a full-time salaried position that can be based in our Jefferson City office or remotely in Missouri.

#### Duties and Responsibilities:

##### Program Development and Management

- Develop and track annual goals and objectives for the MDT Enhancement Initiative
- Serve as primary administrator of MDT Enhancement initiative-related funds, including drafting and managing work plans, grant proposals, submitting grant reports and compiling information for annual reports
- Lead a cohort of local MDTs in implementing strategic objectives focused on enhanced training, communication and member engagement
- Evaluate program activities to determine the program needs and success



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- Lead meetings and facilitate communication among child abuse professionals
- Research, develop and promote best practice guidelines for MDTs
- Maintain Initiative-related subcontracts, as needed

#### Training Development, Coordination and Evaluation

- Develop MDT training curricula in consultation with CACs and MDT partners
- Lead presentations, as needed, at state, regional, and national conferences
- Develop and manage evaluation methods to assess all trainings delivered by and for MO-NACA's MDT Enhancement Initiative
- Produce reports on programmatic outcomes and deliverables
- Offer tailored technical assistance to MDTs and CACs as needed,
- Maintain a directory of MDT trainings and resources
- Actively maintain program related data

#### Other Responsibilities

MO-NACA is an expanding agency with many exciting start-up projects and activities which require flexibility. This job posting provides a general overview but not an exhaustive description of the duties required.

- Perform administrative functions of MO-NACA, as needed
- Participate with staff in the preparation of other meetings, training and public awareness events
- Assume other responsibilities to meet the goals and objectives of MO-NACA's strategic plan, as needed and assigned

#### **Qualifications**

- Bachelor's Degree in the field of Social Work, Public Health, Psychology, Criminal Justice Administration, Human Services, or other related fields
- 2 or more years of experience working in program development, research methods, training coordination and delivery, multidisciplinary professions, or other related fields
- Knowledge of child advocacy centers and multidisciplinary teams
- General knowledge of program development and evaluation
- General knowledge of child abuse response and intervention; victim advocacy; forensic interviewing; child abuse prosecution; child abuse investigation; or related fields
- Must pass national criminal, national sex offender, and Family Care Safety Registry background checks

#### **Preferred Qualifications**

- Experience working in or with child advocacy centers or multidisciplinary child abuse professionals (i.e. medical, legal, social service, law enforcement, victim services, etc.)



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- Experience with child abuse identification, investigation and response
- Experience in systems-level program coordination and development
- Experience providing training or technical assistance
- Experience or knowledge in program evaluation, design and analysis

**Required Professional Skills:**

- Must possess excellent interpersonal skills to build trusting relationships with diverse stakeholders,
- Must hold effective written and verbal communication skills
- Must possess excellent organizational skills
- Must demonstrate flexibility, good judgment and be able to work independently
- General computer skills (including Microsoft Office)
- Ability to use video conferencing/webinar software
- Ability to travel statewide, as needed, using personal vehicle; Must hold a current driver's license

**Application instructions:** All applicants should [complete online application](#) and upload resume and optional cover letter. Preference will be given to applications received before **September 6<sup>th</sup>, 2024** but applications will be reviewed, and interviews granted, on a rolling basis so we encourage interested applicants to apply as soon as possible.

Applicants may contact Meg Boyko, Director of Membership and Programs, at [megboyko@mo-naca.org](mailto:megboyko@mo-naca.org) with further questions about this opportunity.

MO-NACA is an equal opportunity employer. MO-NACA does not discriminate in employment with regard to ability, age, ancestry, color, cultural background, faith/religion, gender, gender identity or expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status or any other characteristic protected by law.

*Our Commitment to Diversity, Equity, Inclusion and Belonging:* MO-NACA recognizes that the strength of our team lies in the diverse perspectives, backgrounds, and experiences of our members and we prioritize and celebrate diversity in many forms in the workplace. We are dedicated to creating an environment where every individual is valued, respected, heard, feels psychologically safe and empowered to reach their full potential. We are committed to actively seeking out opportunities to promote fairness, equity, and justice in our policies, practices, and decision-making processes. We strive to build a workplace that not only celebrates our differences but also thrives on them, fostering innovation, empathy, and a sense of belonging for all.