



Liberty House Job Announcement

MDT Assistant

Full-time – 40 hours

Starting at \$17.00 per hour

Excellent benefits package

About Liberty House

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

MDT Assistant

This position is responsible for providing professional administrative and clerical support to the Marion County Child Abuse Multidisciplinary Team (MDT) Leader position. Those duties include but are not limited to MDT and grant data entry into NCAtrak, scheduling and preparing for MDT meetings, supporting the MDT committee and subcommittees, and keeping the MDT offices at Liberty House running. Other duties include providing back-up support for the reception staff, and basic clerical functions such as copying, filing, preparing meeting materials, and ordering office supplies. This position is supervised by the MDT Team Leader.

Primary Duties

- Input case tracking data into NCAtrak.
- Track agency involvement statistics.
- Perform quality assurance initiatives on data entered into NCAtrak in preparation for grant-reporting.
- Draft training surveys and report results to MDT Team Leader.
- Assist in the coordination of the annual Marion County Child Abuse Investigation Training as needed.
- Schedule MDT meetings and send out meeting reminders as requested/needed.
- Prepare meeting agenda and materials as necessary including printing out case information for Liberty House staff participating in case reviews.
- Maintain MDT meeting calendar.
- Take, draft, and distribute meeting notes.
- Update MDT and subcommittee rosters.
- Order and stock office, building, and medical supplies.
- Provide back-up for front desk reception and patient check-in.
- Provide general administrative support.
- Assist with opening and closing procedures.
- Other duties as assigned.

Qualifications:

Education, Licensure and Experience:

- Associates college degree required; bachelor's degree preferred. Background (education or experience) in social science, human services, psychology, sociology, criminal justice, or healthcare would be helpful.

Experience:

- Minimum three years' experience in office work or administrative support, preferably in a clinical or social service setting. Must have more than entry-level experience.
- Proficiency with Windows computers and Microsoft Office (current system is Windows 10/Office 2016).
- Proficiency navigating and inputting information in a highly detailed database.

Liberty House may consider applicants who have an acceptable combination of Education, Licensure/Certification, and Experience.

- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Interest in Liberty House mission.
- Maintain required confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Be able to work under short deadlines and high-pressure situations.
- Be prepared to handle other duties as assigned.
- Exhibit an excellence in attention to detail and in organization.
- Provide excellent communication (verbal and writing) and to adapt communication to the needs of many different types of professionals, customers, clients, and community members.
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To Apply:

Please email a **cover letter, application and resume** to: HR@libertyhousecenter.org

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled; priority reviews begin June 7th, 5 pm.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.