

WHOSE JOB IS IT?



Responsibility	CAC-based MDT Facilitator	CAC Director	Partner Agency MDT Facilitator	Other (write in)
Manage logistics of case review meetings (distributing agenda, setting meeting time, printing materials, etc.)				
Develop the agenda for case review meetings				
Facilitate the discussion at case review meetings				
Facilitate other MDT meetings (i.e. management meetings)				
Ensure strong relationships with MDT partner agency supervisors and administrators				
Ensure strong relationships with MDT partner agency direct service staff				
Clarify roles on the MDT				
Onboard new MDT members				
Build team cohesion or trust				
Assess MDT satisfaction				
Build MDT members' resiliency				
Mediate conflict between team members				



Responsibility	CAC-based MDT Facilitator	CAC Director	Partner Agency MDT Facilitator	Other (write in)
Understand political dynamics and guide sound decisions within that context				
Coordinate MDT protocol review and revisions				
Hold MDT members accountable to the protocol or relevant policies				
Ensure time-sensitive case coordination between law enforcement and child protective services				
Create a shared purpose and/or goals for the MDT				
Enter case data/case tracking				
Analyze case data				
Use data to prepare reports for CAC administrators or funders				
Complete intakes of CAC clients				
Assess and/or address team training needs				
Develop and/or deliver team training				
Maintain MOUs and interagency agreements (outside of the MDT protocol)				
Track and document accreditation/reaccreditation requirements and activities related to the MDT				

Notes:

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