Mississippi Office of State Public Defender

Family Defense Interdisciplinary Team Coordinator

This is a Master’s level social worker who will provide supervision, guidance, coaching and support to parent partners and social workers to help them develop their knowledge and skills. This role supports a team of professionals to ensure holistic and client-centered representation for families involved in the child welfare system.

**Job Title: Office of State Public Defender Family Defense Interdisciplinary Team Coordinator**

**Location: Jackson, MS, Office of State Public Defender**

**Reports To: Family Defense Program Director**

**Job Type: Full-Time-40 hours a week**

**Position Summary:**

The Interdisciplinary Team Coordinator plays a central role in supporting the collaboration and integration of legal, social work, and peer advocacy professionals within a family defense interdisciplinary team. This position ensures cohesive, holistic, and effective advocacy for parents and families navigating the Youth Court and child welfare systems. The Coordinator facilitates communication across disciplines, manages team logistics, tracks case progress, and supports strategic planning to ensure high-quality interdisciplinary representation.

**Key Responsibilities:**

**Team Coordination & Support**

* Facilitate communication and collaboration among attorneys, social workers, and and parent partners.
* Provides troubleshooting and intervention when conflicts arise among team members.
* Organize and lead regular interdisciplinary team meetings (case conferences, strategy sessions).
* Monitor and ensure follow-up on team decisions, case assignments, and service referrals.
* Provide day-to-day supervision, coaching and support to parent partners and social workers.

**Case Oversight & Tracking**

* Utilizes the electronic case management system for case progress, deadlines, and interdisciplinary interventions.
* Ensures documentation of interdisciplinary contributions to client advocacy.
* Coordinate with Social Workers and Parent Partners to ensure accurate recordkeeping and compliance with policies and procedures.

**Client-Centered Advocacy**

* Help ensure that the team remains aligned with principles of client-centered, trauma-informed, and culturally diverse practice.
* Coordinate access to supportive services as needed (e.g., housing, mental health, substance use treatment, parenting programs).
* Support the integration of client voice and lived experience in advocacy and service planning.

**Training & Team Development**

* Facilitate the hiring, training and ongoing leadership development of new parent partners and social workers.
* Act as a member of the OSPD Training Team to recruit speakers for interdisciplinary team certification training.
* Attend child welfare and interdisciplinary related conferences and share relevant information with the team.
* Willing to supervise social work interns.

**Administrative & Logistical Support**

* Support grant reporting and data collection for program evaluation.
* Ensure that Client Engagement and Informed Consent forms are completed and recorded in the case management system timely.
* Receive, reconcile and approve biweekly timecards with case management time recording and activities.

**Qualifications:**

**Required:**

* Master’s degree in social work.
* At least 3 years of experience working in or adjacent to child welfare, family defense, legal advocacy, or human services.
* Strong organizational and communication skills.
* Demonstrated ability to work with diverse professionals and populations.
* Commitment to social justice, family integrity, and cultural diversity.

**Preferred:**

* Experience coordinating interdisciplinary or multi-agency teams.
* Familiarity with Youth Court/MDCPS proceedings and family defense principles.

**Working Conditions:**

* Hybrid work environment with in-office meetings and court observations as needed.
* Occasional evening hours for client meetings or team trainings.
* May require travel to attend meetings, court, trainings or community events.

**Salary & Benefits:**

OSPD is a state agency, but the position is not under the state personnel board. OSPD utilizes MSPB guidance for position descriptions and pay scale. We value this position at MS12 $52,000 to $65,000 DOE, plus usual state benefits

**To Apply:**

Please submit a resume and cover letter detailing your experience and interest in interdisciplinary family defense work to Jennifer Morgan at jmorgan@ospd.ms.gov.