

DEPARTMENT: SHERIFF
CLASSIFICATION: COMPETITIVE
APPROVED: 02/08/95

DOMESTIC VIOLENCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of an Assistant District Attorney and a designated member of the Niagara County Sheriff's Department, this class is responsible for the administration, coordination and implementation of the Domestic Violence Intervention Program for victims of domestic violence and their families, including help line services, public information and referral, advocacy, counseling and community education and outreach. This involves a great deal of public contact and community liaison work. The ability to organize and effectively present materials dealing with this subject orally and in writing are essential to the class. Supervision may be exercised over support staff and volunteer workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Preparation of case information file for all new domestic violence cases, including securing police reports, criminal history reports, orders of protection, accusatory instruments and other relevant information to supply ADA before court appearance;
2. Maintain computer database of cases filed, status of orders of protection and names of victims and defendants; prepare written reports of incidents as well as necessary internal documents for case control and supervision;
3. Inform victims of interfamily violence of their rights as well as community and legal services available to them; provide on the scene assistance to law enforcement personnel regarding the appropriate response to incidents of interfamily violence;
4. Act as liaison between victim and related agencies (District Attorney, Sheriff, Crisis Centers, etc.); arrange for the victims of interfamily violence to receive supportive services from various public, private and community agencies; assure that circumstances hindering the victims' ability to cooperate with the prosecution of a case are assessed and met whenever possible;
5. Advise victims of procedures, status of cases, change of status of case and court dates; explain the basics of the criminal justice system to victims and witnesses of interfamily violence to prepare them for providing testimony; counsel them on proper conduct and demeanor to be maintained during proceedings in appropriate courts of law;
6. Gather facts and evidence in domestic violence cases for further legal proceedings;
7. Act as liaison with the Niagara County Coalition on Family Violence Agencies to coordinate and organize community education and outreach sources in local schools, police departments, community groups, social agencies, the media and other services;
8. Identifies and conducts outreach with target groups not usually reached;
9. Generally coordinate and oversee activities of all program participants; conduct "trouble shooting" as needed;
10. Monitor defendant compliance with court-mandated programs including "Batter's" therapy/counseling, substance abuse counseling or other special conditions;
11. Participate in securing funding sources to insure continuation of service delivery.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Basic knowledge and understanding of workings of courts and prosecutor's office; excellent communication, analytical and organization skills; ability to comprehend and execute complex oral and written instructions; ability to secure cooperation of others; ability to deal effectively with the public; familiarity with other cooperating agencies and resources supporting the Domestic Violence Prosecution Program; ability to respond effectively to crises and stress situations without personal involvement; ability to relate to persons in need of assistance from this program in the criminal justice system; ability to identify information and data critical to cases; integrity; tact; good judgment; resourcefulness; initiative; physical condition commensurate with the demands of the position.

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DOMESTIC VIOLENCE COORDINATION ... CONTD

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in Social Work or Criminal Justice and two (2) years of experience working in a group or "team" setting in the Human Services field, to include criminal justice, in the area of Social or Legal counseling which included administrative and/or supervisory responsibilities.