

LINN COUNTY CLASSIFICATION

TITLE: VICTIM ASSISTANCE DOMESTIC VIOLENCE COORDINATOR

NUMBER: 517

APPROVAL ORDER

PAY RANGE: 09

NUMBER: 2000-070

CATEGORY: MANAGEMENT/EXEMPT

DATE: February 23, 2000

GENERAL STATEMENT OF DUTIES/ JOB OBJECTIVES: Review and monitor domestic violence cases through the District Attorney's Office. Manage program development and community education in the area of family violence. Assist families by providing support and information as they participate in the investigation and prosecution process.

SUPERVISION RECEIVED: Works under the direct supervision of the Victim Assistance Program Director and the general supervision of the District Attorney.

SUPERVISION EXERCISED: Provides training, supervision, direction and evaluation of program volunteers.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Monitor District Attorney cases of family violence.
2. Provide referral and assistance to victims in rural and Spanish speaking communities.
3. Develop, establish and monitor the Linn County Domestic Violence Council.
4. Selection, training, supervision and evaluation of volunteers specializing in domestic violence cases.
5. Outreach and presentations to the hispanic community and remote areas of Linn County.
6. Liaison between the Victim Assistance Office and other agencies to establish and maintain cooperation and collaboration among those working with victims of family violence.
7. Committee obligations as related to the job responsibilities: Multi-disciplinary Team (MDT), Linn County Council Against Family Violence (LCCAFV), Hispanic Advisory Committee, Linn County Abuse Prevention , etc.
8. Direct services for victims including: referral, case notification and court advocacy.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITY: Must have the ability to communicate effectively in sensitive and sometimes difficult situations. Requires patience and professional interactions with victims. Must be able to maintain positive and professional working relationships with co-workers, supervisors and other agency personnel. Must be able to function under stressful conditions, to exercise good judgement and maintain objectivity. Requires the ability to work in a team or independently. Applicants must be fluent in both Spanish and English. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus experience working with families in violent situations or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. On-going relevant training is also required.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record are necessary. Some driving to training, speaking engagements and other meetings is required. No criminal convictions. Must be willing to live in Linn County and have a home telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office or courtroom setting. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds. Must be able to work with people who are extremely upset and, at times, threatening.