

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Domestic Violence Advocate Coordinator	CLASS. CODE: 0084
DEPARTMENT:	Police	FLSA: N
REPORTS TO:	Sergeant	DATE: 7/1/2002

Job Summary:

Coordinate police department domestic violence advocate programs including recruiting, training and supervising.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Recruits, trains and supervises volunteer and intern victim advocates (the 24 hour response team) including maintaining volunteer files.
2. Follows up with victims contacted by the advocate at the scene of crime and provides outreach services to victims not contacted at the scene.
3. Schedules, prints and distributes monthly schedule for advocates, dispatchers and supervisors.
4. Assists with domestic violence training of police officers
5. Tracks domestic violence incidents including identifying households with repeat incidents, data entry of reports and maintaining offender list.
6. Maintains and writes quarterly report for grant requirements and annual grant application.
7. Provides assistance to family members of domestic violence homicide victims when requested.
8. Coordinates cooperative partnerships with surrounding community organizations including family violence programs.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Performs other duties as required by District Manager.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Pager and cell phone
- Police radio
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university preferably in the social sciences or related field; and,

Two (2) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

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License(s) and Certification(s):

- Oregon Basic Victim Advocacy Institute Certificate preferred.
- Domestic Violence Victim Advocacy Certificate preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Domestic violence abuse protocol and working with crime victims.
- Grant writing processes and procedures.
- The criminal justice system including laws and statutes related to domestic violence, sexual assault and stalking.
- Knowledge of contemporary office practices and procedures and basic office software products.

Ability to:

- Effectively manage a volunteer staff.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Perform public relations duties.
- Speak well and communicate effectively using the telephone.
- Use a personal computer and enter data.
- Organize, manage time efficiently, and multi-task.
- Speak and present effectively in front of large groups.
- Recruit volunteers.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Respond to a crime scene in personal vehicle.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.