

**INGHAM COUNTY  
JOB DESCRIPTION**

**DOMESTIC VIOLENCE UNIT COORDINATOR**

**General Summary:**

Under the general supervision of the Victim Witness Coordinator, provides direct services to the victims of domestic violence. Recruits, trains and maintains a group of volunteers who work as advocates with victims of domestic violence. Refers victims to community agencies and support institutions. Provides victims information on legal services available for their protection, safety, and support. Compiles statistics and information for reports and audits.

**Essential Functions:**

1. Provides direct services to the victims of domestic violence including an overview of the criminal justice system. Provides the victim transportation to and from court for appearances and provides other support and assistance as may be necessary.
2. Refers the victim to community agencies and other resources such as shelters, job training and family counseling.
3. Recruits, trains, and maintains a group of volunteer who work as advocates for victims of domestic violence. Educates volunteers on the criminal justice system, problems of domestic violence and the available community resources to help prevent abuse.
4. Provides crisis intervention to victims of domestic assault addressing immediate and long-term needs. Explains office policy regarding criminal charges.
5. Provides victims information on legal services available for their protection, safety and support. Provides victims with emotional support and reassurance.
6. Provides notification of pre-trials, trials, pleas and sentencing. Explains the process and meaning of various steps in the proceedings.
7. Completes performance reports and audit information, which may be required for grant monies. Maintains records of activities associated with the program and prepares grant reports.
8. Provides public education through public speaking and other means on safety planning related to domestic assault and related issues.
9. Attends conferences and workshops related to domestic violence. Networks with other service providers to stay abreast of ongoing efforts to address victim assistance programs.

## DOMESTIC VIOLENCE UNIT COORDINATOR (1/22/01)

Page 2

### **Other Functions:**

10. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### **Employment Qualifications:**

**Education:** Two to three years of college-level coursework in criminal justice or a human service related area. Bachelor's Degree preferred.

**Experience:** One or more years of experience working with law enforcement, the courts or related social service providers. Experience related to domestic violence prosecution and victim advocacy is desirable. One or more years of working with victims of domestic violence preferred. Experience in grant writing and reporting desirable.

**Other Requirements:** Possession of a valid Michigan's Drivers License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access filing systems.

Ability to enter and retrieve information from computer systems.

Ability to travel and access all courtrooms.

### **Working Conditions:**

Works in an office setting.

Travels to and from courtrooms throughout the County.