

GENESEE COUNTY

JUSTICE FOR WOMEN PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position concerned with the day to day operation of the Justice For Women Project. The incumbent will coordinate the activities of a multi-disciplinary team convened to improve and prioritize the standing and dignity of domestic violence and sexual assault women victims. The duties are performed under the direct supervision of the Community Service/Victim Assistance Program Director. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Directly manages the day to day activities of the Justice For Women Project;
Convenes relevant agency members into multi-disciplinary teams;
Establishes an effective networking system among all agency team members involved;
Drafts affirmative agreements toward the multi-disciplinary team approach involving Domestic Violence and Sexual Assault;
Develops appropriate protocols among the involved agency team members;
Focuses the project's activities on reducing violence against women and enhancing the investigative and prosecution components of Domestic Violence and Sexual Assault cases;
Tracks and flow charts project objectives and performance targets;
Develops procedures for actual Domestic Violence and Sexual Assault case review;
Researches the design and operations of similar projects in other jurisdictions;
Keeps all fiscal cost reports, monthly, quarterly narrative and statistical reports;
Develops good public relations and community awareness training;
Establishes a solid training/educational program for team members, including specialized training;
Attends appropriate training and conferences;
Establishes and maintains a good working relationship with Program monitors;
Develops an evaluation document to assess strengths and weaknesses of the Project.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics and needs of Domestic Violence and Sexual Assault Victims; good knowledge of community agencies, facilities and services which can be utilized to aid victims of Domestic Violence and Sexual Assault; working knowledge of the criminal justice system and of the County Departments involved in the system; ability to communicate clearly and effectively, both verbally and in writing; ability to organize tasks and to compile and maintain reports.

CONTINUED.....

JUSTICE FOR WOMEN PROJECT COORDINATOR

Page 2

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of a Bachelor's Degree in Criminal Justice, Human Services, Psychology, Education, or related field from a regionally accredited or NYS registered college or university, PLUS one (1) year of full-time, paid experience working in a human services or criminal justice agency;

OR:

- B. Possession of an Associate's Degree in Criminal Justice, Human Services, Social Science, or related field from a regionally accredited or NYS registered college or university, PLUS three (3) years of full-time, paid experience working in a human services or criminal justice agency.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 7/11/97
Revised 3/16/99