

## **ANTI-VIOLENCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for administrative work involving the coordination and development of a comprehensive program to combat gun violence. The incumbent in this class must adopt problem solving methodologies, prepare budget reports and related documents, and establish protocols for intake, referral and case management. Work performed is under the supervision of the Police Department's Neighborhood Engagement Unit.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Oversees the implementation of prevention based strategies to combat gun violence;
- Oversees the implementation and coordination of a city-wide multi-disciplinary team focused on prevention of gun violence;
- Act as a liaison with Gun Involved Violence Elimination initiative partners;
- Act as a liaison with Albany County Crime Victims and Sexual Assault Center regarding the City's Trauma Response Team;
- Establish protocols for intake, referrals and case management;
- Coordinates related efforts between the Police Department and community based agencies;
- Coordinates related efforts between the Police Department and social service agencies;
- Provides case management;
- Coordinates services for at-risk youth and adults;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of social service concepts related to gun violence;
- Thorough knowledge of evidence based strategies to combat gun violence;
- Good knowledge of personal computers and office equipment;
- Ability to develop and maintain effective professional relationships with service providers;
- Ability to work effectively with government agencies;
- Initiative;

- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree (or higher) in Social Work, Criminal Justice or a closely related field; and two (2) years of experience in a human services field; or
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Work, Criminal Justice or a closely related field; and four (4) years of experience in a human services field; or
- C. An equivalent combination of A and B