

## **DOMESTIC VIOLENCE CASE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for administrative work involving the coordination and development of a comprehensive program to combat domestic 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. The work is performed under the general supervision of the Police Department's Administrative Services Bureau.

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

- Oversees entire Community Policing Program to combat domestic violence;
- Coordinates related efforts between the Police Department and community service agencies;
- Coordinates and monitors project activities and responsibilities;
- Serves as liaison between the Albany Police Department and other community groups, agencies and advocacy groups;
- Establishes protocols for intake, referral and case management;
- Follows up with domestic violence victims to ensure that project goals and objectives are being met;
- Supervises and trains Domestic Violence Intake Specialist;
- Prepares and monitors program budget, reports, financial documents and other related record keeping;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of social service concepts related to domestic violence;
- Good knowledge of personal computers and office equipment;
- Ability to develop and maintain effective professional relations with the unified court system;
- Ability to work effectively with victims of domestic violence;
- Ability to carry out and deliver oral and written directives;
- Initiative;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Social Sciences or Human Services and three (3) years of experience working in domestic violence projects and cases within the social service and court systems.

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