

DOMESTIC VIOLENCE INTAKE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is under the immediate supervision of the Domestic Violence Case Coordinator. Duties include screening incoming cases both by phone and in person, assisting domestic violence victims in legal procedures such as securing Orders of Protection, referring victims to other community agencies for assistance and routing paperwork. This position involves consulting with domestic violence victims, assisting victims in crisis counseling and advocating for victims within the criminal justice system.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Meets with victims of domestic abuse and offers options and assistance for them and their children;
- Assists domestic violence victims with court actions and securing Orders of Protection;
- Available to police for assistance with victim for crisis counseling, shelter, etc.;
- Assists the Domestic Violence Case Coordinator and police with community presentations and training;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Working knowledge of federal, state and local programs and laws relating to domestic violence;
- Ability to work effectively with police personnel;
- Ability to counsel in crisis situations;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Criminal Justice or Human Services and one (1) year experience in social services system in working with domestic violence victims, private or public administration,
OR

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- b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience in Criminal Justice or Human Services, two (2) of which must have involved in the social services system in working with domestic violence victims or involvement in government; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).