

**City of  
EDMONDS  
Washington**

**DOMESTIC VIOLENCE COORDINATOR – Part Time**

<b>Department:</b>	Police	<b>Pay Grade:</b>	<b>NE 9*</b>
<b>Bargaining Unit:</b>	Law Support	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Sergeant

**POSITION PURPOSE:** Under the supervision of a sergeant, responsible for the coordination of domestic violence related cases between victims, police department, prosecuting attorney’s office and the Courts of jurisdiction; provides victims of domestic violence with education; assists with safety planning and refers them to community agencies as needed for safe housing or other immediate needs; makes recommendations to the City Prosecutor regarding case outcomes and provides input to the Municipal Court Judge regarding issuing/terminating No Contact Orders on criminal cases; provides support to victims at court hearings and assists victims in understanding the civil and criminal legal system; provides information and assistance related to obtaining civil protection orders.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supports, educates and assists victims of domestic violence through the criminal proceedings in municipal and superior courts; provides information regarding criminal justice procedures and appears with domestic violence victims at arraignments, pre-trial hearings, trials and other court hearings as deemed necessary.
- Provides information to domestic violence victims regarding the benefits of prosecuting domestic violence cases.
- Receives and reviews all police reports concerning domestic violence regardless if a crime has occurred.
- Assists officers and detectives in obtaining evidence of domestic violence; takes photographs of victims’ injuries, researches prior history of abuse and obtains medical records and document findings in accordance with departmental policy.
- Contacts victims of domestic violence by phone to provide information or to set up appointments to meet in person.
- Assesses victim’s immediate needs (i.e. safe housing, income, etc.), helps victim develop a safety plan; provides information regarding filing for and obtaining civil protection orders.
- Mails domestic violence related materials and community resource information to domestic violence victims and meets with victims of domestic violence to provide case information, domestic violence education, safety planning and referrals to community resources.
- Appears at court hearings related to domestic violence cases; provides input to the Prosecutor and the Judge regarding No Contact Orders and attends arraignments and pretrial hearings.
- Updates domestic violence victims on the status of criminal cases after court hearings where victims are not present.
- Reviews domestic violence cases with City Prosecutor to discuss best outcomes for each case and makes charging and sentencing recommendations.

## **JOB DESCRIPTION**

### **Domestic Violence Coordinator**

- Develops reference materials for use by court staff, prosecuting attorney and domestic violence victims.
- Responds to telephone and walk-in requests for service and refers victims to social service or community agencies as appropriate.
- Prepares statistical reports as directed and attends department staff meeting when requested.
- Keeps updated file information pertaining to all criminal cases via computer; communicates via email with the Prosecutor and Probation Department regarding criminal cases and corresponds with outside agencies and other professionals to discuss domestic violence related issues.
- Prepares required reports and other documents as required and assist in developing operational policies and procedures. Assists in training department personnel relative to domestic violence.
- Maintains physical abilities as noted under Working Conditions (below).
- Performs other duties as assigned.

#### **Required Knowledge of:**

- Principles and dynamics of domestic violence.
- Federal, state and local laws relating to domestic violence, protection orders and No Contact Orders.
- City and department policies.
- Criminal justice system and procedures in municipal court and state court.
- Victimology and crisis intervention techniques.
- Locating and finding resources for victims' assistance.
- Report preparation and record keeping.
- Effective communication principles and practices to include public relations.
- Current office procedures, methods, and equipment including computers and computer applications such as word processing and spreadsheets.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Ability to manage multiple tasks, assignments and follow-up investigations.
- Responding effectively in crisis situations with a judgment free attitude.
- Working with individuals and agencies with a variety of backgrounds and purposes.
- Familiarity with community resources and ability to make appropriate referrals.
- Working directly with adult and child victims of domestic violence.
- Testifying accurately and effectively in court.
- Interviewing victims, witnesses, and suspects.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Current office procedures, methods and equipment including computers and computer applications affecting work.
- English usage, spelling, grammar and punctuation.

**JOB DESCRIPTION**  
**Domestic Violence Coordinator**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Preferred education and experience are an Associate's Degree in Social or Behavioral Science, Criminal Justice, Psychology, or related field and prior experience in the legal system working in a non-profit victim oriented program or within the criminal justice system performing domestic violence/victims advocacy, assisting victims, or performing crisis/counseling intervention; OR an equivalent combination of education, training and experience.

**Licenses or Certifications:**

Valid Washington State Driver License.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations.

**WORKING CONDITIONS:**

**Environment:**

- Standard office environment.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Hearing, speaking, or otherwise communicating to exchange information with others in person or on the telephone.
- Sitting, standing or otherwise remaining stationary for extended periods of time.
- Operating a computer keyboard and camera.
- Ascending/descending stairs and walking.
- Lifting/carrying, pushing or pulling heavy items up to 50 pounds.
- Bending at the waist, kneeling or crouching or otherwise positioning oneself to accomplish tasks.
- Operating a computer keyboard.

**Hazards:**

- The nature of the position can involve situations which may present a danger to personal safety.
- Exposure to infectious disease.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_