

SLV Anti-Violence Task Force Coordinator Job Description

Organizational Information:

Tu Casa, Inc. is a 501 (c) (3) nonprofit organization providing comprehensive services to victims and children of domestic violence and sexual assault since 1979.

Job Description:

The Coordinator is responsible for all aspects of coordination and management of the SLV Anti-Violence Task Force. This position will coordinate the Task Force, based on the Duluth Blueprint for Safety Model, providing leadership and facilitation of meetings to develop or enhance the domestic violence response of core community responders (which includes community-based victim advocates, system-based victim advocates, law enforcement, prosecution, probation, judicial, batterer's intervention, medical treatment, and forensic evidence collection), participation in developing and/or enhancing the law enforcement, criminal justice, and advocacy response to battered women. The Coordinator also will work with the Executive Director and Program Director to ensure Tu Casa's services are best structured to serve the needs of the Valley's domestic violence victims.

Reports to:

Executive Director, CCADV's Rural CCR Project Manager and CCR Project Director

Key Responsibilities:

SLV Anti-Violence Task Force

- Provide leadership of the Task Force, including conducting quarterly task force meetings with monthly committee meetings that address systems issues, quality control, and to develop further programming as needed
- Prepare, update, and produce education packets, brochures, power points, and other printed materials as appropriate
- Provide training and resources to participating agencies regarding domestic violence
- In partnership with the Colorado Coalition Against Domestic Violence's Rural Coordinated Community Response Team Project:
 - Participation in all on-site and off-site CCRT technical assistance, training, supervision, reporting, and evaluation throughout the grant period.
 - Schedule and facilitate all meetings, trainings, and perform all duties related to the CCRT including: assessing collaborating agencies' practices before, during and at project's end; developing and implementing best practices (policies, protocols, procedures, reporting forms); and evaluating impact and effectiveness in terms of enhancing victim safety and offender accountability.
 - Define and/or enhance Tu Casa's advocate-initiated response with participating law enforcement and criminal justice agencies, including Tu Casa's role in negotiating policies and protocols, representing the potential impact policy changes will have on victim lives, scheduling and facilitating CCRT meetings, identifying trends and gaps, assisting in the development of consistent collaborative responses, providing positive feedback; and translating obstacles that victims face into opportunities to enhance the system's response.
 - Assist in the development and implementation of CCR procedures and protocols for: responding to victims after arrests and non-arrests; communicating victims' needs to law enforcement and prosecution; gathering, reviewing and using arrest and non-arrest reports for multiple individual and systems advocacy purposes; information-sharing and confidentiality issues, and documenting and responding to problems relative to law enforcement, criminal justice system and advocacy response to battered women.
 - Complete and submit semiannual progress reports as required by CCADV and OVV

that describe project activities during the reporting period.

Outreach/Prevention

In collaboration with the Prevention Education Specialist:

- Reach the underserved communities within the Valley by providing multi-lingual education materials, brochures and presentations
- Provide public awareness campaigns such as information booths; public service radio announcements; training/education presentations; and awareness events, most specifically monthly Lunch n' Learns
- Provide outreach services, educational information (brochures and video presentations) to senior citizen gatherings and centers
- Coordinate with cultural groups and centers as well as faith-based organizations to reach populations that they serve

Evaluation/Grant Management

- Ensure all associated grant deliverables are met
- Track activities for purposes of grant reporting in Alice NR

General Responsibilities

- Provide direct advocacy services to victims and families when called upon
- Maintain all aspects of confidentiality
- Perform other duties as defined and requested by the Executive Director

Qualifications:

- Bachelor Degree in related field
- Two years experience in the domestic violence field preferred
- Expertise in understanding of issues and dynamics of domestic violence and sexual assault
- Experience coordinating community responses to domestic violence preferred
- Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations
- Demonstrated ability to work independently while also working as a member of a team
- Demonstrated ability to work effectively with other professionals, agencies, schools, and the public
- Organized, detail orientated, and flexible. Able to identify and respond to shifting priorities
- Proven ability to meet deadlines and manage multiple projects
- The ability to receive and implement directives from the Executive Director
- Excellent organizational, communication (verbal and written), and problem solving skills
- Proficient computer skills
- Possess a valid Colorado driver's license and automobile insurance
- Flexible hours, e.g. some evenings and weekends

Requirements:

- Travel throughout San Luis Valley and surrounding communities required
- Attend Crime Victims Rights and Compensation Training annually
- Attend 15 hours of domestic violence and 30 hours of sexual assault training annually

Application Instructions

Please send resume, cover letter, and three professional references to tucasacareers@gmail.com, with the position title in the subject line. No phone calls please.