



DOMESTIC VIOLENCE RESPONSE TEAM COORDINATOR

Status: Full Time, non exempt

Reports to: The Program Director and the Executive Director

Agency Description

Since 1981, Napa Emergency Women's Services (NEWS) has provided services to women and children escaping family violence. As Napa County's only program exclusively for victims of domestic violence and their children, NEWS provides comprehensive services including confidential 24 hour crisis intervention, crisis counseling and immediate response to at locations including the scene of the crime, law enforcement agencies and hospitals. NEWS also offers bilingual support groups, legal advocacy, housing advocacy and ongoing case management as part of a range of services offered to victims of domestic violence.

Guiding principles of the organization include mutual respect and cooperation. Maintaining NEWS reputation as a highly professional and competent organization is of key importance. The person who fills this position will have an important role in establishing key relationships with other service providers within the field of domestic violence as well as developing the Domestic Violence Response Team Program.

Position Description:

The Domestic Violence Response Team Coordinator is an exciting new position at NEWS. This position is designed to ensure that victims of domestic violence receive a pro-active immediate response to the crisis of a domestic violence incident and to work toward developing a coordinated community wide response to domestic violence so that agencies working in the field provide the most effective approach to the issue.

Specific Responsibilities

The Domestic Violence Response Team Coordinator will:

- Provide regular meetings to provide continued training, discussion of call out procedures, case conferencing and support to Domestic Violence Response Team (DVRT) volunteers.
- Gather and track statistical data regarding clients who receive immediate response and ensure follow up plans are being provided.
- Hold monthly face to face meetings with representatives of law enforcement, Queen of the Valley Medical Center, other victim service organizations including CPS to establish strong working relationships between agencies and develop protocol, cross training and referral procedures.
- Establish a multidisciplinary Domestic Violence Task Force, including providing meeting calendar, location, agenda, and list of participants to establish goals and objectives and the implementation of an annual interagency domestic violence plan.
- Attend statewide DVRT training as needed.
- Provide monthly program reports to the Executive Director.

- Track grant requirements and ensure timelines are met.
- Provide community education and presentations regarding the DVRT program as well as other general outreach on the issue of domestic violence.
- Provide Board of Directors with periodic program reports.
- Attend staff meetings.
- Participate in events and fundraising activities as needed.
- Assist with office phones and administrative tasks as needed.

Qualifications:

- Bachelor's degree or equivalent combination of education and experience.
- A minimum of two years experience working in a non-profit domestic violence or victim service organization.
- Experience in providing training and education to groups.
- Excellent verbal, written and organizational skills.
- Proven track record for success in team environments.
- High energy, creativity, self motivating.
- Ability to complete 40 hour domestic violence training provided by NEWS.
- Knowledge of the dynamics of domestic violence.
- Knowledge of community resources.
- Possession of California Driver's License and proof of insurance.
- Ability to speak Spanish helpful.
- Good sense of humor.