

COUNTY OF SOLANO

ASSISTANT FAMILY VIOLENCE PREVENTION COORDINATOR

Rev. 11/01
CSC Exempt

DEFINITION

Under supervision, assists with planning, organizing and coordinating the County's Family Violence Prevention Program, assists in coordinating activities in the community for family violence prevention, identification, education and support.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for assisting the Family Violence Prevention Officer in the research and coordination of the family violence prevention program in the County. The incumbent is expected to function as the assistant of all aspects of the program and develop County strategies to assist in raising awareness and reducing family violence incidents; performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists in planning, coordinates, schedules and participating in activities within the community to increase awareness of the prevalence of violent incidents in families, with the elderly, children, and spouses; works with other councils and groups as an advocate for family violence prevention; meets with businesses and corporations and advocates for cooperation and assistance.
2. Assists in researching grant opportunities at the state and federal levels for family violence assistance; prepares grant applications and applies for grant funding for prevention and support activities; reviews and analyzes studies on current trends in family violence and assists in developing strategies and approaches for impacting change.
3. Assists in facilitating the establishment, collaboration and operation of public and private partnerships to address integrated and comprehensive strategies that reach larger segments of the population; participates with various community groups and organizations setting policy for programs related to child, spousal, and elderly abuse.
4. Assists in providing staff support services to the Partnership Against Violence; acts as a liaison with state and federal agencies on activities on family violence; attends County and state meetings; represents the County's program in presenting program goals and activities to the media, the public and other interested groups and agencies; monitors and analyzes legislation to determine implications for County family violence victims.

5. Assists in conducting studies and analyzes existing systems of service delivery and identifies and determines mechanisms and realignment of resources that can serve to maximize service delivery to larger groups; develops and prepares reports and information that profiles the County's status with family violence incidents.
6. Assists in coordinating with internal County departments on methods of identifying and tracking incidents of family violence and evaluates the results of educational, and prosecutorial actions on the reduction of incidents; develops recommendations for improvements; assists in serving as the key advisor to County officials on progressive actions.
7. Compiles and maintains a resource library of materials pertinent to family violence prevention.
8. Performs other related and support duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Qualifying education and experience would be:

Bachelor's degree preferably in the Social Sciences, Psychology, Sociology, Human Relations, Criminal Justice or other related field.

And

Two years of professional level experience coordinating, facilitating or researching community social services programs, health activities and/or collaboratives. The experience must have included report writing, and grant writing or facilitation of grants. A Masters Degree may be substituted for one year of the experience.

Knowledge/Abilities

Knowledge of principles and practices of grant writing and research techniques, principles, theories and practices of social and psychological interaction in families, the dynamics of family violence and the types of behaviors that serve as patterns in family violence cases; local, state and federal legislative processes; techniques of strategic planning, program evaluation and implementation; comprehensive systems that offer a continuum of social and psychological services; of all County human services agencies and their role in various segments of service delivery.

Ability to organize, develop and implement new programs, develop collaborative approaches to community issues, develop proposals for grants and financial assistance, establish and maintain cooperative working relationships; collect and analyze data and evaluate program effectiveness, develop goals and objectives and methods for evaluating results, communicate effectively in writing and orally, effectively represent the program at the state level, with community groups, various agencies, the public, and the media.

SPECIAL REQUIREMENTS

Possession of or the ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION:

N/A

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