

COUNTY OF SOLANO

FAMILY VIOLENCE PREVENTION OFFICER

DEFINITION

Administers, plans and coordinates the County's Family Violence Prevention Program; coordinates activities in the community for family violence prevention, identification, education and support.

CLASS CHARACTERISTICS

This is a single position class responsible for coordination of the family violence prevention program in the County. The incumbent is expected to function as the coordinator of all aspects of the program and develop County strategies to assist in raising awareness and reducing family violence incidents. The position is expected to perform as an expert in the area and provide advice and consultative service to the County Administrator and the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant County Administrator.

Exercises supervision over technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, coordinates, schedules and participates 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.

Researches grant opportunities at the state and federal levels for family violence assistance; prepares grant applications and applies for grant funding for prevention and support services; reviews and analyzes studies on current trends in family violence and develops strategies and approaches for impacting change.

Facilitates 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.

Provides staff support services to the Solano 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.

Conducts 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.

Coordinates 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; serves as the key advisor to County officials on progressive actions.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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.

County human services agencies and their role in various segments of service delivery.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Organize, develop and implement new programs, and 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.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five (5) years of professional level experience in program development, research, administration counseling, grant writing in an area of children, adult, or elderly services. Experience may be in any one area or any combination of related areas.

Education/Training:

A Bachelor's degree is required from an accredited college or university, preferably in the social sciences, psychology, sociology, human relations, criminal justice or other related field. A Master's Degree may be substituted for two years of the experience.

SPECIAL REQUIREMENTS

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

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Director of Human Resources

Established Date: February 2001

Revised Date: February 2003

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Family Violence Prevention Officer.doc