DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the administration and coordination of the Non-Residential Domestic Violence Program. Responsibilities include the development and implementation of research projects and public education; review of contracts to ensure contract agencies are in compliance with agreements; monitoring, analyzing and evaluating programs, issues, trends and county initiatives to facilitate the delivery of more effective services to women and the families of women who are victims/survivors of domestic violence; directing services for violence victims including helpline services, individual and group counseling, advocacy, and public education and outreach; and supervising administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers, coordinates and supervises the operations of the Non-Residential Domestic Violence Program;

Plans, prepares and distributes informational and educational materials concerning domestic violence and the services, activities and objectives of the Westchester Coalition of Family Violence Agencies;

Provides program and service assistance to community agencies in an effort to coordinate domestic violence activities in meeting common goals and objectives;

Evaluates and reviews, on an ongoing basis, the performance of agencies offering domestic violence services to determine compliance with County contracts;

Writes and prepares grant proposals to develop funding for domestic violence programs and activities;

Represents the County as a liaison between the County Executive’s Office and the public as well as other county agencies, both public and private, as assigned;

Conducts studies and research on the needs, concerns and status of women and families who are victims of domestic violence for the purpose of recommending policy, objectives and practices for County operations;

Prepares and distributes reports and informational materials, based on research, to maintain communication and adequate flow of information as part of ongoing public education and information about domestic violence;

Responds to requests for information from individuals, the media and agencies, under the direction of the director;
EXAMPLES OF WORK: (Illustrative Only) (Cont’d.)

Functions as the Domestic Violence Coordinator for the Westchester County Domestic Violence Prevention Committee, responding to county departments regarding incidents, working with the committee on cases, overseeing and training county employees on domestic violence prevention, policy implementation, and ensuring enforcement of the policy for the safety of county employees;

Participates in the new Family Court Legal Program to ensure agencies meet the requirements of the program and to prepare statistical data to meet state reporting requirements;

Develops and implements training programs for staff, volunteers and the community on domestic violence and other related subjects. Implements and attends conferences, workshops, and seminars addressing the concerns, issues and problems of women and their families, as relates to domestic violence;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of programs dealing with domestic violence; thorough knowledge of issues and problems faced by victims of violence and their families and available resources to meet their needs; good knowledge of the practices and techniques used in community education and public relations; good knowledge of community agencies, facilities, and services available to domestic violence victims and families; knowledge of current and potential public policy issues affecting women; ability to conduct outreach by gathering, organizing, analyzing and compiling pertinent data into reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with managers, community agencies and advocacy groups; ability to relate well to women, particularly minorities and those in need of support services; ability to research and mobilize support services; ability to supervise and coordinate the work of others; ability to use automated applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative, creativity; resourcefulness; sound judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of experience in human services or community relations, three of which must have been at an administrative level in a domestic violence program and involved the planning or implementation of programs for women and families who are victims of domestic violence; or (b) a Bachelor's Degree* in a social, behavioral or related science, public health, public administration, education, labor studies or public relations and four years of experience in human services or community relations, including the three years of specific experience stated in (a).
SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master’s Degree* in one of the fields stated in (b) may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENT: Possession of a license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.