

Position: Law Enforcement Coordinator – Domestic Violence
Status: Non-exempt
Reports to: Satellite Program Director
Hours: 8:30am to 5:00pm Monday through Friday. May require some evenings and/or weekend work.

At-Will Employment

You are free to terminate your employment with the Women’s Center at any time, with or without a reason, and the Women’s Center has the right to terminate your employment or the employment of others at any time, with or without a reason. Although the Women’s Center may choose to terminate employment for cause, cause is not required. This is called “at-will” employment.

Most employees at the Women’s Center are funded by a variety of grants, governmental programs and endowment sources. Continued employment is contingent upon continued receipt of those funds.

Description: Work a 37.5 hour week 8:30 am to 5:00 pm in collaboration with the Stockton Police Department to provide outreach and education to police personnel and first responders about domestic violence, sexual assault, and stalking. Provide advocacy, crisis intervention, individual counseling, resource and referrals, and assistance with temporary restraining orders to victims of domestic violence referred through the Stockton Police Department. Conduct two one-month outreach campaigns for domestic violence and sexual assault. Position is co-located at the Stockton Police Department and the Women’s Center.

Job Qualifications:

- Must support the Women’s Center’s mission and philosophy; be dedicated to eliminating domestic violence and sexual assault and committed to the Center’s Guiding Principles. These principles are based on the fundamental values of both feminism and the social work profession, including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities. The nature of the work of the Women’s Center fosters conditions that promote these values.
- 4 year degree or 4 years of directly related experience
- Successful Completion of 67.5 for domestic violence and sexual assault. One year of counseling, with at least six months in domestic violence.
- Experience in making presentations
- Experience in public speaking
- Ability to communicate ideas clearly and persuasively
- Excellent communication skills, both written and oral
- Computer skills required.
- Ability to work independently
- Excellent communication skills, both written and oral
- Good personal interaction skills, ability to relate with people from a variety of socioeconomic and cultural groups.
- Sensitivity to issues concerning survivors of domestic violence and sexual assault. i.e., self-esteem, assertiveness, empowerment, violence prevention, and victim's rights
- Awareness of and sensitivity to the cultures represented in San Joaquin County

- Ability to lift supplies up to 25 lbs. to waist height
- Valid California Drivers license and proof of insurance.
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday
- Fingerprint clearance required

Essential Functions:

- Make contacts to publicize the availability of various presentations/services to police personnel, healthcare professionals and selected community groups.
- Follow up, by phone or in-person, on every domestic violence, stalking, sexual assault and dating violence report received by the Family Crimes Unit.
- Coordinate and provide prevention education and training programs.
- Conduct two outreach campaigns each year for Domestic Violence Awareness Month in October and Sexual Assault Awareness Month in April.
- Prepare speech outlines, training agendas and lesson plans.
- Research, formulate, evaluate, and update curriculum/materials as needed.
- Maintain accurate documentation of services for collection of statistics.
- Prepare grant reports as required.
- Represent the Women's Center in speaking presentations.
- Provide crisis intervention, individual counseling, temporary restraining orders, court accompaniment, advocacy, and resource and referrals to victims of domestic violence referred by the Stockton Police Department.
- Maintain good working relationships with community agencies which interface with the Women's Center.
- Maintain working relationships with Stockton Police Department, Children's Protective Service, Victim Witness, Probation, District Attorney's Office and Courts.
- Establish and maintain good working relationships with Women's Center staff and volunteers.
- Attend staff meetings and meetings as required.
- Maintain VAT certification by completing required 8 hour annual continuing education.
- Keep supervisor informed on a regular basis of program activities and concerns.
- Establish a working relationship between the Stockton Police Department and the Victim Witness Program of the San Joaquin County District Attorney's Office so that all of the resources of the Women's Center are made available to victims.
- Must have an attitude of friendliness and be able to communicate with all levels within the Women's Center.
- Must be reliable and consistent with attendance and punctuality to work.
- Other duties as assigned to ensure the smooth operation of the Women's Center.

The Women's Center of San Joaquin County hires and promotes employees regardless of race, color, religion, ancestry, national origin or ancestry, age, gender, sexual orientation, marital status, medical condition or physical handicap or any other characteristic protected by applicable federal, state or local law. The Women's Center of San Joaquin County is an equal opportunity employer. The Women's Center strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the

dignity of each person.

Employee: _____ Date: _____

Supervisors: _____ Date: _____