

## **FAMILY VIOLENCE OFFICER**

### **DEFINITION**

Under general direction, to provide liaison with victims of spousal abuse in accordance with the Spousal Abuser Prosecution Program (SAPP) in the County District Attorney's Office; to interview victims, assess needs, and provide the assistance and support which enables victims to participate in the prosecution process; to represent the SAPP Program with community organizations and agencies; to provide assistance with grant administration and implementation of various grant programs; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for providing a variety of victim support services which aids in the prosecution of spousal abusers. The position is distinguished from positions in the Victim/Witness program in that services are provided to a special group of clients. Continued employment in this class is contingent upon available SAPP funding. A primary responsibility of this class is immediate contact of victims before defendants are released from custody. Incumbents are "on-call".

### **REPORTS TO**

District Attorney Administrator/Assistant Public Administrator.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **FAMILY VIOLENCE OFFICER - 2**

### **EXAMPLES OF DUTIES**

- Interviews victims of spousal abuse, advising them of their rights and the availability of services.
- Assesses needs and makes referrals to appropriate community resources and organizations.
- Keeps victims aware of the status and disposition of cases.
- Explains program procedures, policies, and services.
- Maintains liaison with law enforcement agencies and victim assistance resources.
- Works closely with prosecuting attorneys and investigators.
- Establishes early and on-going contact with victims to maintain cooperation until cases are resolved.
- May provide some basic counseling and crisis intervention support for victims.
- Provides program oversight to ensure compliance with grant requirements.
- Maintains program records.
- Compiles a variety of statistics and data.
- prepares required reports.
- Attends meetings with community organizations and agencies, as required.
- Performs a variety of administrative and support functions for the SAPP Program.
- Performs grant administration and implementation on a variety of grants as delegated.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## **FAMILY VIOLENCE OFFICER - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of the rules and regulations governing spousal abuse prosecution and victim services and programs.
- Basic knowledge of grant compliance and administration.
- Functions of law enforcement agencies and the criminal justice system.
- Civil and criminal law as it relates to domestic violence.
- Social attitudes toward domestic violence.
- Methods and techniques of counseling and negotiation.
- Principle of providing assistance to victims and witnesses of crimes.
- Client problems requiring referral to other organizations and support services.
- Interviewing and recordkeeping techniques.
- Functions of a law office.

#### **Ability to:**

- Provide a variety of client and program support services for the Spousal Abuser Prosecution Program.
- Interview people, identify needs, and make appropriate referrals.
- Analyze and interpret and apply policies, rules, and regulations related to victim services.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from victims in difficult circumstances of deprivation or emotional disturbance.
- Effectively represent the Spousal Abuser Program with service providers, the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of counseling experience, including six (6) months of counseling victims of domestic violence.

Advanced educational training in counseling, sociology, or psychology may be substituted for the required experience.

**Special Requirements:** Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Incumbents must meet minimum standards required by SAPP or other funding sources.