

## **FAMILY VIOLENCE PREVENTION COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Work involves responsibility for planning and implementing a community program for identifying, assessing, treating and preventing family violence including child abuse and neglect in Broome County. The Family Violence Prevention Coordinator develops and coordinates the presentation of a broad range of community education programs concerning the issues of family violence/child abuse and the efforts being undertaken to prevent it. Work is performed under the general supervision of the Deputy Commissioner of Social Services and/or Executive Director of the Youth Bureau, with wide leeway allowed for the use of independent judgment in the implementation and development of the program. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and facilitates all Council and Sub-Committee activities and projects;

Conducts an ongoing needs assessment to determine the availability of services in the community and develops a plan for early identification, treatment and primary intervention programs;

Evaluates existing community programs and services within Broome County to identify gaps and eliminate the duplication of services with reference to family violence and child abuse;

Conducts educational and informational programs for school officials, medical professionals and others concerned with the issues and indicators of family violence and child abuse;

Coordinates major educational conferences sponsored by the Council;

Provides training in identification/assessment and reporting/referral procedures for all child abuse mandated reporting in the community by increasing awareness of reporting regulations and procedures;

Coordinates a media campaign to familiarize the community with the issues of family violence and child abuse;

Provides assistance and staff support to the Community Coordinating Council on Family Violence Prevention and its sub-committees;

Establishes and maintains an information resource center to be used by interested citizens and service providers in the development of programs;

Conducts fundraising activities (including grant writing) to support program operations;

Reviews current legislation and guidelines; recommending appropriate modifications or new legislation;

Prepares reports and makes recommendations for improving the community awareness of family violence and child abuse prevention;  
Maintains liaison relationship with State and regional advocacy organizations;  
Works with county agencies to promote integrated planning for children and family services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of program analysis and planning techniques;  
Good knowledge of factors contributing to family violence and child abuse;  
Ability to lead and coordinate efforts of a broad array of agencies;  
Good knowledge of public and private agencies which provide family violence and child abuse prevention services;  
Good knowledge of family violence and child abuse prevention theories and education principles related to those theories;  
Ability to express oneself clearly and concisely both orally and in writing;  
Ability to secure the confidence and cooperation of professional colleagues;  
Ability and confidence to make presentations;  
Ability to derive policy implications from program data;  
Ability to establish and maintain effective working relationships with medical officials, educators, parents and community organizations;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college, university with a Bachelor's degree and three years experience in social work, human services, education, program development planning or related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social work, education, human services, public policy or related field and one year of experience in social work, human services, education, program development planning or related field; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.