

Exhibit A
City of Yakima
Domestic Violence Coalition Site/Project Coordinator

REDUCING INTIMATE PARTNER VIOLENCE (IPV) IN YAKIMA THROUGH - COORDINATED COMMUNITY AND ENHANCED PROSECUTION RESPONSE PROJECT.

In early 2021, the Yakima Police Department approached its criminal justice and community partners to begin a working group focused on understanding and studying intimate partner domestic violence in the City of Yakima. This group has been meeting regularly to better identify and track intimate partner violence in a coordinated, data driven way so as to strategize on ways to improve our collective response to domestic violence with the goal of holding offenders accountable through enhanced prosecution and probation while also protecting the safety of victims.

Specific strategies include:

Create a multidisciplinary team

Enhance prosecution

Increase victim and community education and outreach

Data sharing and analysis

Learn from subject matter experts

Learn from others who have deployed similar strategies

Assist children living in households with family violence. (Handle with Care)

Support firearm surrender in firearm positive cases

MANAGEMENT TEAM

All members of the management team have committed to work closely with the Site/Project Coordinator to ensure all initiatives are working holistically to accomplish the goal of reduced victimization across Yakima. The management team includes the Yakima Police Department, Yakima County Probation, City of Yakima Prosecution Division, YWCA of Yakima, and the Yakima County Prosecutor's office.

POSITION SUMMARY

The Site/Project Coordinator will be an independent contractor and lead the interdisciplinary management team responsible for implementation of the project. The Site/Project Coordinator position is responsible for overseeing the development, implementation, coordination, operation, and growth of the project. The position will ensure that the planned activities, objectives, and goals are being accomplished, and will serve as the liaison across the partner agencies and organizations. The position will be expected to facilitate communication, collaboration, and negotiation between the interdisciplinary team.

This is a 3-year Office on Violence Against Women Firearms Technical Assistance Project Pilot grant funded position. There may be an opportunity to extend the grant funds for an additional 2 years. Our vision is that the position will become self-sustaining once the grant funding ends.

The Site/Project Coordinator will report to Lt. Chad Janis, or his designee, who supervises the Yakima Police Department Domestic Violence Unit, and will help lead agencies in short and long-term planning to assure the continuing development and sustainability of the coordinated community strategies listed above.

The selected candidate will work collaboratively with the management team, represented agencies and other community partners, including but not limited to: court personnel, YWCA Yakima, Aspen Victim Services, The Yakima School District, Yakima County Probation, Comprehensive Healthcare, the Yakima Police Department and other regional law enforcement partners. The candidate will be responsible for nurturing existing relationships and cultivating new partnerships within the community including the external stakeholders such as judges, court and provider personnel, the corporate sector, public and private organizations, faith-based communities, educational institutions, civic groups, and individuals in order to achieve the agency's established education and outreach objectives.

This position requires a candidate who is passionate about staying informed about current events and issues related to the agency's mission and is able to speak on behalf of the agency to the public and media in support of goals.

RESPONSIBILITIES

- General duties and tasks include, but are not limited to, the following responsibilities: Manage and support implementation of the Reducing Intimate Partner Violence in Yakima grant program, including coordinating prevention activities with stakeholders and funders.
- Update and maintain grant data, prepare grant reports, and other data tracking systems. Oversee subcontracts and MOUs as necessary for programmatic delivery.
- The Site/Project Coordinator will prepare and disseminate status updates regarding project challenges and successes for each goal, objective, and activity monthly.
- Through partnership with the Yakima Police Department, maintain the organization's image, identity, voice, and branding at all times and keep up to date on current research, trends, and changes related to service delivery and agency mission.
- Prepare, edit, and maintain the agency's educational materials, including digital and print publications for internal and external audiences in partnership with a marketing company.
- Maintain contact with community agencies, court personnel, law enforcement, and others who should be involved in Reducing Intimate Partner Violence in Yakima.
- Perform all other duties as assigned by Lt. Chad Janis, or his designee. Support and assist agency staff/volunteers with additional projects as needed.
- Must have the ability to work under limited supervision following standardized practices and methods, leading, guiding, and coordinating others, and tracking budget expenditures.

POSITION QUALIFICATIONS

Education/Experience:

- Bachelor's degree in social services, or related field, and at least 2 years' experience coordinating projects and working with multiple stakeholders.
- Knowledge of court systems: civil and criminal, and judicial processes in relation to domestic violence preferred.
- Awareness of the root causes—such as social determinants of health—of societal outcomes, such as domestic violence, and the role of race and racism in inequitable outcomes preferred.
- Proficient with computer systems including Microsoft Office products required.
- Survivors of domestic violence and associated family trauma and violence are encouraged to apply.

Required Skills and Abilities:

- Ability to communicate effectively in writing and orally with diverse groups and individuals.
- Clear and succinct written and verbal communications skills required as well as the ability to develop and deliver presentations/trainings.
- Self-starter who is able to work independently and ask questions as needed, able to handle multiple deadlines, schedules, and agendas as required to schedule activities, meetings, events, and gather and classify data.
- Demonstrated ability to remain calm and professional under stressful situations.
- Detail-oriented individual with knowledge of state and/or federal grants, using data management systems preferred.
- Applicants must pass a background check and provide relevant references, upon request.

Licenses: Valid Driver License, required insurance, and reliable personal transportation.

Clearances: WSP/FBI Background Check required (at contractor's expense). Must not be federally debarred.

Other Conditions or Position Requirements: Are described in the Professional Services Agreement that will need to be executed by the successful candidate.

Contractor may be required to work some nights and weekends at different locations across the community. Contractor will be required to provide proof of professional liability and commercial liability insurance in the amounts stated in the Memorandum of Understanding.

COMPENSATION

See compensation described in the Professional Services Agreement for this position.

BENEFITS: Independent contractors are not eligible for city sponsored benefits.

The City of Yakima is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.