



EXHIBIT A
DOMESTIC VIOLENCE HIGH RISK TEAM COORDINATOR
JOB DESCRIPTION

- I. **DVHRT Summary:** The DVHRT Model framework is built on three fundamental strategies: early identification of high-risk cases, engagement of a multi-disciplinary team, and individualized intervention plans that incorporate the entire domestic violence response system with the goals of increasing victim safety and holding offenders accountable. The DVHRT Model incorporates evidence-based risk assessment into a community's domestic violence response system to identify cases at high risk of lethality/serious assault. Once identified, individual cases are then monitored by a multidisciplinary team that shares case information and implements intervention plans to mitigate the danger. The DVHRT also identifies and closes systemic gaps in the response system and measures case outcomes through data collection and analysis.
- II. **Position Requirements:** The DVHRT Coordinator oversees and manages all operations of the DVHRT. She/he will provide direction and oversight to the DVHRT and drive systemic change to improve victim safety and offender accountability.

The ideal candidate will have a bachelor's degree in a human service or related field and/or a minimum of five years of experience working in the field of domestic violence. The candidate should have considerable knowledge of the criminal justice system, the domestic violence response in the community, crisis intervention practices, community resources and advocacy. The candidate should be able to coordinate and maintain effective working relationships with relevant partner organizations and stakeholders. The candidate should be able to perform job duties with a high degree of initiative and independent judgment.

III. **Job Functions:**

A. Meeting Preparation and Facilitation:

- Effectively facilitate all DVHRT meetings in a manner that builds trust and increases collaboration between disciplines.
- Ensure that new cases are presented to the DVHRT when appropriate and assists with the preparation of cases for presentation and discussion at the DVHRT.

- Working in partnership with administrative support:
 - Create and provide meeting agendas and all other necessary case information and documentation to DVHRT members prior to each meeting.
 - Ensure that minutes are taken at every meeting and provided to DVHRT members in a timely fashion.
 - Ensure that attendance is taken at every meeting and maintain an attendance log to track attendance.

B. Case Coordination and Advocacy:

- Ensure that current, active high risk cases are monitored and reviewed regularly.
- Ensure that ongoing case updates are provided to DVHRT members between meetings when necessary and ensure that there is a process for accepting cases between meetings.
- Assist advocates within the domestic violence service agencies in coordinating necessary victims' services for cases accepted to the DVHRT.
- Act as a liaison between the advocate(s) assigned to high-risk cases and the DVHRT, ensuring that appropriate information is shared quickly and efficiently between the DVHRT, the advocate(s) and the victim.
- Lead critical incident reviews for any intimate partner homicides.

C. Operations and Communications:

- Develop policies and practices that encourage smooth team operation and improve the domestic violence response system.
- Develop and maintain an efficient system of communication between all DVHRT members to increase successful interventions. Act as the point of contact for members.
- Facilitate a meeting of all partner organizations at least annually to evaluate how effectively the DVHRT is functioning.

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This project was supported by Grant No. 2014-TA-AX-K032 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

D. Record-Keeping and Case Information:

- Provide team members with meaningful and concise information about DVHRT case information and outcomes.
- Submit periodic reports to the community on team intervention outcomes and critical insights gained.
- Working in partnership with administrative support:
 - Maintain all DVHRT files and confidential client records with diligent and complete record-keeping.
 - Submit DVHRT data to the Geiger Institute on a monthly basis.

E. Technical Support and Training:

- Provide and/or coordinate technical support and training to DVHRT members to ensure allied professionals are up-to-date on best practices in the domestic violence field and onboard new team members, as needed.

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