

## **Domestic Violence Response Team Administrator**

This job description is a broad outline of the responsibilities and duties of the Domestic Violence Response Team (DVRT) Administrator and will be amended as needed to meet program priorities of Women Aware, Inc. and their ensuing work requirements. It should not be construed as a contract.

**Responsible to:** Coordinator of Advocacy Services

**Qualifications:**

- Bachelor's degree required
- Excellent crisis intervention skills required
- Part time, regular evenings, weekends as needed.

**General Responsibilities:**

At the direction of and in collaboration with the Coordinator of Advocacy Services, the DVRT Administrator, in partnership with Middlesex County Police Departments, is responsible for maintaining all current Domestic Violence Response Teams. The DVRT Administrator is responsible for coordinating Women Aware's outreach and community education efforts. This includes, but is not limited to the following:

- Oversees the DVRT program – ensures DVRT program is in compliance with best practice standards established by the NJCBW; develops and generates outcome measures for the DVRT program for the purpose of implementing program improvements.
- Responds to and addresses all training requests. Develops, coordinates, and facilitates agency 40-hour training.

**Specific Duties:**

- Work closely with all DVRT leaders and volunteers to provide supervision, training, support and guidance. Attends regular DVRT team meetings. Submits summary of meeting minutes.
- Work to ensure continuous quality of program by coordinating with agency staff and volunteers.
- Serves as a liaison with the DVLO with any ongoing communications and assists DVLO in interviewing and selecting DVRT team leaders and DVRT volunteers.
- Attends DVLO meetings sponsored by the Middlesex County Prosecutor's Office. Attends statewide DVRT Coordinators meetings at NJCBW.
- Coordinates follow-up with clients and linkages with additional services as indicated.
- Provide victims with legal information/options under the Prevention of Domestic Violence Act, referrals, safety planning, and supportive counseling
- Provide direct services to DV victims which includes explaining the judicial process/system and providing court preparation and court accompaniment for restraining order hearings.
- Maintains and submits all agency required statistical reports.
- Attends and actively participates in staff meetings, interdepartmental meetings, in-services, supervision, etc.
- Alert Supervisor to any safety concerns.
- Other duties as assigned.

Please submit resume to [Admin@womenaware.net](mailto:Admin@womenaware.net)