

## Options, Inc (Safe Port In A Storm)

### Coordinated Community Response Team Coordinator

#### Job Description

The Coordinated Community Response Team Coordinator's primary responsibility is to: 1. Assist communities in preventing, eliminating, and controlling domestic violence, dating violence, and sexual assault. 2. To enhance victim safety and to provide supportive services in every county. 3. Assist areas to enhance offender accountability,

#### Responsibilities:

1. Implement and establish partnerships that provide safe communities and enhance the community's capacity to prevent, solve, and control domestic violence, dating violence, and sexual assault.
2. Implement and establish partnerships that provide victim safety and offender accountability with law enforcement, city municipalities and sheriff's department, including judges, probation officers, mayors, and county judges.
3. Implement and establish formal partnerships with the Department of Human Services, hospitals, medical personnel, health department, physician's offices, mental health facilities, housing, faith-based organizations, (churches), child care agencies, civic clubs, and other traditional and non-traditional agencies that will be conducive to providing a seamless response to victim safety.

Responsible for contacting team members to develop teams.

- Coordinate education for team members. The community and partners should have a common understanding about domestic violence, dating violence and sexual assault to promote an atmosphere conducive to holding offenders accountable and keeping victims safe.
- Create consistent policies for intervening agencies, the CCR Team of each county will assist agencies in developing Memorandums of Understanding that respect the efforts of other agencies and incorporate the goals of intervention.
- Ensure that CCR Teams work together to ensure that victims of domestic violence, dating violence, and sexual violence are involved in policy development and victim safety is primary goal of policies.
- All coordinators will work together with advocates across the disciplines to ensure partners of the CCR Teams of each county develop trainings that facilitate consistency in policy implementation throughout the criminal justice system.
- Monitor and track individual cases to ensure partner accountability.
- Ensure each agency has a clear understanding of its role and the role of other agencies in responding to domestic violence, dating violence, and sexual assault.
- After determining what case information is important to each agency, the CCR Team assists agencies in routinely locating and obtaining information.  
CCR Team Coordinator maintains case files on domestic violence, dating

violence, and sexual assault offenders and track cases through the system to ensure the partners are complying with policies, individual and systemic problems are identified utilizing a computer database.

The CCR Team Coordinator will also be the law enforcement liaison for Options, Inc, Domestic Violence Crisis Intervention Program, and will develop cooperative agreements.

The CCR Team Coordinator will:

Work as necessary as a victim advocate, transporting victims to court, shelter, or appointments when needed. Recruit survivors of domestic violence, dating violence, and sexual assault to CCR Team. Promote and coordinate CCR Team meetings among agencies, facilities, cross training, and promote enhancement of interagency communication assist agencies in development of policies and procedures, development of written agreements and/or memoranda of understanding among agencies assisting with the development of a uniform data system to include information on perpetrators' criminal history.

Develop materials to inform and educate the community and CCR Teams.

Prepare reports of activities for the Violence Against Women Office USDOJ.

There will be other subcommittees created by the CCR Teams in each county to work towards identified objectives, they will be:

- Public Relations
- Resource Directory
- Community Education and Trainings
- Criminal Justice System Response

In order to keep open the line of communication among the agencies in all the counties, the CCR Team Coordinators will make regular contact with representatives from all relevant agencies and organizations.

Working with the victim advocates in providing personal, legal, and court advocacy and transportation as needed for victims and their children. Coordinator will perform other duties as assigned by the executive director.

I have read above named job description and other requirements and agree to perform the job description and requirements to the best of my ability.

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Signature

Date