

DOMESTIC VIOLENCE SPECIALIST

DEFINITION

Under general direction, in the District Attorneys' Domestic Violence Program, provides counseling, information and related supportive services for domestic violence victims; performs assessments for the purpose of assisting in making prosecution decisions and referrals to appropriate community resources and performs related work as required. Some positions may specialize in providing assistance to specific victim group, such as children, adolescents, teens, women, elderly and/or disabled persons.

EXAMPLES OF DUTIES

Manages the domestic violence caseload within the Domestic Violence Unit; provides assessment and recommendations of all domestic violence cases with special attention given to those involving women, children, elderly and/or disabled persons as victims; interviews victims; assists victims in obtaining necessary services through information and referrals; monitors and follows-up on all assigned cases; advises assistant district attorney assigned, as to determination for prosecution of cases; provides systematic notification to victims of any significant development in case status; and aids assistant district attorney assigned in preparing victims for court process including testifying; provides support for victims during all court appearances; assists domestic abuse victims to obtain necessary physical or legal protection including referrals to legal advocacy and emergency shelter; advises domestic violence victims of available benefits under State Crime Victim Compensation Program and assists in their application for such benefits; notifies domestic violence victims of their rights under Wisconsin State Statutes Chapter 950; provides domestic violence victims with written notification of all scheduled hearings upon victim's request; provides victims with written notification of case disposition upon victims request; researches and prepares restitution orders in order to compensate domestic violence victims for out of pocket financial losses related to the crime; for domestic violence victims who have retained an outside professional or community recognized advocate, coordinates the handling of cases between the assistant district attorney assigned and such advocate; develops long-range objectives and safety plans with domestic violence victims; assists in developing, establishing and monitoring departmental domestic violence policies and procedures; assists in developing overall office policies related to domestic violence; develops and maintains complete and accurate records; compiles and maintains accurate statistics as defined under Wisconsin State Statutes 968.075 for reporting to the Wisconsin Department of Justice; assists in recruiting and training of graduate field students, work study students and volunteer staff in the provision of direct services to victims and witnesses of domestic violence; acts as liaison with other units of government, participates in Coordinated Community Response efforts, law enforcement and community agencies; provides technical assistance and training on a local and state-wide basis; and provides community education upon request.

EMPLOYMENT STANDARDS

Education and Experience: A master's degree in social work from a program accredited or pre-accredited by the Council on Social Work Education or a degree in a closely related human services area from an accredited university and one year of professional experience with victims and/or perpetrators of domestic abuse, or a four year bachelor's degree in social work from a program accredited or pre-accredited by the Council on Social Work Education or a degree in a closely related field from an accredited college or university with two years of professional human services/social work experience combined with a minimum of one year working with domestic violence victims and/or perpetrators. Additional credit will be given for substantial contact with a prosecuting agency.

Domestic Violence Specialist (cont.)
Page 2

Knowledge, Skills and Abilities: Knowledge of human growth and behavior; knowledge of current socioeconomic problems: racism, ageism, homophobia and discrimination against individuals with physical and mental disabilities and the ways these problems affect families and individuals; knowledge of criminal justice system; knowledge or ability to acquire community health and welfare resources including how to utilize these resources for domestic abuse victims and families; considerable knowledge and skill in counseling techniques and crisis intervention; knowledge of complex factors involved in domestic abuse; ability to plan and organize work to most effectively achieve program objectives; ability to relate to people in an unprejudiced, non-judgmental, understanding and empathetic manner; ability to develop and maintain data/statistical gathering methodology to validly measure program effectiveness; ability to work in close cooperation with persons involved in advocacy, prosecution and corrections and other justice system units; and student field placement coordinative ability.

Licenses and Other Requirements: Possession (or eligibility for) a valid Wisconsin drivers license and access to personal transportation.

H:\PERSONNL\CL-SPEC\DOMESTIC VIOLENCE SPEC – 10/5/99