

DOMESTIC VIOLENCE UNIT MANAGER

DEFINITION

Under general supervision, performs a variety of duties to include supervision of staff in the District Attorney's Domestic Violence Unit; develops, implements and maintains program practices and procedures in conformity with the District Attorney's policies and applicable laws or regulations; performs direct services for victims of domestic violence, as needed and performs related duties as required.

EXAMPLES OF DUTIES

Directs daily operation of the Domestic Violence Program; supervises assigned staff including effectively recommending personnel actions on hiring, probationary retention, discipline and adjustment of grievances; conducts performance evaluations; assesses staff training needs; conducts on-the-job training and recommends formal training to address those needs; works in collaboration with the District Attorney's Office and other governmental and community-based agencies to develop policies and practices which effectively address domestic violence; seeks funding from appropriate grant resources; handles and oversees domestic violence related grants awarded to the District Attorney's Office; performs as a liaison with and trainer for law enforcement, treatment services, victim assistance and victim advocacy and other relevant agencies; provides staff support to the Coordinated Community Response to Domestic Violence Task Force; develops long-range objectives and plans; performs intake assessments to assist in making prosecution decisions and referrals to appropriate community resources providing necessary treatment, supportive or safety services for victims, family members and witnesses of domestic abuse crimes; provides counseling, information and related supportive services for victims to enable their effective participation in the criminal justice system; develops and refines procedures to address service and safety needs of victims; ensures adequate victim assistance; consolidates or coordinates court processes and case information; ensures all victim rights as guaranteed under Wis. Stats 950 are ensured; creates domestic abuse statistical reports for the State of Wisconsin pursuant to sec. 968.075(9) Wis. Stats. and provides other written or verbal reports as requested.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in a behavioral science or human services field and three years of professional social work or closely related experience of which one year must have involved domestic abuse victims and/or perpetrators including substantial involvement with criminal justice issues. Plus, one year of supervisory or lead work experience. A master's degree in a relevant field will be substituted for one year of the required social work experience.

Knowledge, Skills and Abilities: Understanding of human growth and behavior; knowledge of complex factors involved in domestic abuse; knowledge of current problems of poverty, racism, ageism and homophobia and the ways these problems affect families and individuals; knowledge of supervisory methods and practices; good working knowledge of community-based resources for people in crisis; knowledge of criminal justice system and related

systems; knowledge of criminal justice grant programs and proven ability to obtain and administer grant funds; possession of effective oral and written communication skills; 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, law enforcement, corrections and other related agencies; ability to relate to people in an unprejudiced, understanding and empathetic manner; ability to plan and organizes work to most effectively achieve program objectives.

Special Requirements: Possession (or eligibility for) a valid Wisconsin driver's license and access to personal transportation.

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