



Connecticut Coalition Against Domestic Violence

## **Employment Opportunity**

**Position Title:** Law Enforcement Coordinator  
**Reports to:** Director of Program Operations  
**Status:** Full Time Employment/Salary

### **Job Summary**

The Law Enforcement Coordinator works to enhance the organization, implementation and delivery of grant project activities and research-based intervention programs which build upon law enforcement's response to victims of domestic violence. Such coordinator shall provide training and technical assistance in support of Connecticut's model policy for law enforcement to complement training conducted by the Connecticut Police Officer Standards and Training Council and the Connecticut State Police. Important focus shall be brought to the issue of lethality assessment with an aim to develop statewide strategies in this area. This position shall also oversee CCADV activities related to contracts and/or initiatives determined annually by CCADV's Staff and Board of Directors.

### **Specific Responsibilities**

- Will work to identify priority training needs regarding law enforcement response to family violence incidents. Will develop a multi-disciplinary training team as well as a law enforcement advisory committee to assist with this goal.
- Will forge strong working relationships with law enforcement to include the Connecticut Police Officer Standards and Training Council, Connecticut State Police, and local law enforcement agencies, governmental agencies, project evaluators, and relevant court personnel at the local level.
- Is responsible for grant management and will serve on statewide committees and task force groups which further CCADV's objectives to better serve victims of family violence in the area of criminal justice. Will work collaboratively with the organization's Prisoner Re-Entry initiative.
- Shall reach out to Connecticut POST and work toward certification of domestic violence advocates statewide as certified domestic violence trainers.
- Will research and identify best practices and offer training and technical assistance to member programs and other stakeholders with a focus on law enforcement. Best practice measures will include identifying model programs in Connecticut and nationally. Will oversee the implementation of the Training and Technical Assistance to Implement the Domestic Violence Lethality Assessment Program – Maryland Model (LAP).

- Will provide on-site staff development to ensure domestic violence advocates are knowledgeable about program components and understand the instructional design of how the program meets the standards. Will provide on-site staff support with both advocates and law enforcement; ensures the implementation of both policy and practices.
- Shall conduct demonstration lessons and can train to an advanced level of delivery, and can articulate the rationale for using program materials as designed. Will design, plan and implement training related to law enforcement issues as part of the CCADV Training Institute; will design, plan and implement training with law enforcement agencies.
- Will work on special projects as needed, such as conferences, and awareness and outreach campaigns.
- Will be responsible for coordinating conferences, travel and meetings for law enforcement and in conjunction with Prisoner Re-Entry.
- Shall complete all monthly and quarterly narrative and statistical reports as required.
- Will maintain central office files of meeting agendas, minutes, correspondence and plans; manage a viable system to ensure agenda and minutes are developed and disseminated in a timely manner to CCADV member programs and to other parties in accordance with CCADV's plans.
- Will work collaboratively with other CCADV staff and actively participate in the daily operations of CCADV. Build effective, cooperative, positive relationships with co-workers. Work collaboratively with member programs and builds strong, positive relationships.
- Will take initiative and/or independent action to ensure work responsibilities are carried out fully and completely. Adapts to changing job priorities in CCADV's needs. Remains open to new ideas and developing new skills as needed.
- Will demonstrate supportive behaviors and accepts personal accountability toward CCADV's objectives and policies. Supportive of CCADV's management and its Board of Directors.
- Shall generate innovative solutions by drawing upon diverse sources (individuals, disciplines, bodies of knowledge) for ideas and inspiration.
- Will think expansively by combining ideas in a unique way or making connections between disparate ideas and explores different views from multiple perspectives. Obtains information and identifies key issues and relationship relevant to long-range strategic planning for prevention of domestic violence.
- Will make referrals to appropriate CCADV staff or other resources in order that requests from special initiatives for technical assistance and/or training are appropriately and adequately met.
- Will travel as required.

**Qualifications:**

- Must have a minimum of a bachelor's degree or relevant experience with in law enforcement, especially as it relates to victims of domestic violence.

- Must have demonstrated experience and expertise in planning and program development.
- Must have expertise in collaboration with diverse groups and individuals.
- Must have strong organizational, communication, public speaking and writing skills.
- Must be successful as a team player yet adept at self-direction.
- Must have reliable transportation.
- Must have experience in the use of word processing, database and spreadsheet software (Microsoft Word, Excel).
- Demonstrated understanding of and commitment to CCADV's mission, as well as, understanding of issues related to domestic violence.

To apply, send resume and cover letter by March 5, 2012 to [business@ctcadv.org](mailto:business@ctcadv.org). No phone inquiries.