

SNOHOMISH COUNTY JOB DESCRIPTION

PROTECTION ORDER ASSISTANCE PROGRAM COORDINATOR

Spec No. 5036

BASIC FUNCTION

To coordinate an assistance program for victims of domestic violence who are seeking protection orders.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans services for clients, coordinating with courts, the clerk's office, the prosecutor's office and law enforcement agencies.
2. Assists petitioners for protection orders in completing the paperwork necessary to obtain an order.
3. Guides and supports petitioners through the processes of presenting petitions to the court, filing documents and appearing at court hearings.
4. Refers clients to emergency housing, counseling, and other social service agencies as appropriate.
5. Provides crisis intervention services as needed for victims of domestic violence and sexual assault who phone or walk into the victim/witness assistance office.
6. Advocates on behalf of victims of domestic violence with justice system agencies, social service agencies and medical service providers.
7. Supervises volunteers and part time staff in providing program services; recruits, and trains volunteers.
8. Maintains case records; prepares required reports and other documents.
9. Manages program expenditures and maintains appropriate budgetary records.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in social welfare, psychology, nursing, public administration or other field related to the provision of social services; PLUS, one (1) year of experience working with clients who are in crisis or high stress situations; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Experience as an advocate for victims of domestic violence or other violent crime is preferred. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the dynamics of violent relationships including the cycle of violence and battered women syndrome;
- Washington State laws relating to domestic violence;
- basic administrative and supervisory methods;
- functions and resources of county social and health service agencies;
- the judicial and criminal justice system.

Ability to:

- effectively interview clients and assess their situations and needs;
- effectively transfer verbally-communicated information into the format required in court documents;
- communicate and work effectively with persons of diverse ages and social, economic, cultural and educational backgrounds;
- establish and maintain confidential working relationships with clients and associates;
- communicate effectively both orally and in writing;
- maintain necessary records and prepare clear, concise written reports;
- respond effectively in crisis situations;
- effectively manage a program budget;
- coordinate and supervise paid and volunteer staff;
- make public presentations related to the program.

SUPERVISION

The employee receives direction from the victim/witness coordinator.

WORKING CONDITIONS

Work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1988

Previous Spec No. 610659

EEO Category: 2 – Professionals

Pay Grade: 235 – Classified Pay Plan

Workers Comp: Non-Hazardous