

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

**LETHALITY ASSESSMENT PROGRAM COORDINATOR
DOMESTIC VIOLENCE HOMICIDE PREVENTION DEMONSTRATION INITIATIVE**

WAGES: 18.00/hr (Grant Funded)
Dependent upon Experience

HOURS: Full-time – 40 hours per week

BENEFITS: Vacation, Personal Leave and Holiday Pay
IMRF Pension, Life and Health Insurance Eligible

SUMMARY OF RESPONSIBILITIES:

Winnebago County is accepting applications for a Coordinator for the Lethality Assessment Program (LAP) as part of the Domestic Violence Homicide Prevention Demonstration Initiative (DVHPDI). The DVHPDI is a federal grant awarded to Winnebago County by the Office on Violence Against Women. The Coordinator will be responsible for the management of the LAP administration. Working directly under the supervision of the Project Manager and the Presiding Judge of the Domestic Violence and Family Divisions or their designee, the LAP Coordinator will be responsible for daily oversight of the LAP and fulfillment of the Domestic Violence Homicide Prevention Demonstration Initiative. Duties include, but are not limited to, review of LAP screens, reports, and extracting appropriate data; convening meetings with supervisors to address procedural issues; revising DVHP policies and procedures alongside LAP site team; conducting training for law enforcement and DV service provider staff; completing grant goals and objectives according to proposed timelines; increasing access for limited-English proficient litigants and underserved populations; identifying areas of improvement as it relates to domestic violence response; ensuring compliance with all grant requirements; compiling statistics and preparing all grant reports; and planning/coordinating local agencies and partners in training, education and site visits. The LAP Coordinator will be responsible for providing data for the financial and programmatic reporting on a county and federal level and ensuring compliance with federal award conditions. The LAP Coordinator will report regularly to the appropriate site supervisors for law enforcement and the DV service provider on LAP progress and data and will serve as the point-of-contact for LAP data. The LAP Coordinator will complete all other tasks and duties as assigned and required by the TEAM Coordinator and presiding judge of the Domestic Violence Coordinated Courts.

POSITION REQUIREMENTS:

All applicants must possess a bachelor's degree. A Master's degree is preferred, but education and work experience will be considered. Successful candidates will have a background in the areas of domestic violence, sexual assault, and/or elder abuse or have experience in the areas of criminal justice, criminal law and /or family law, and have experience working with diverse populations. Experience with computer programs, data collection, and statistics desired. Applicants must submit to a background check and fingerprinting process, and the selected applicant must agree to the Winnebago County's Code of Professional Conduct. The selected applicant will be personally responsible for the payment of all fees and/or costs associated with maintaining any professional licenses and/or continuing education requirements. Out-of-state travel will be required for this position.

GRANT FUNDING ADVISEMENT:

This position is funded by a grant from the United States Department of Justice, Office of Violence Against Women. The Domestic Violence Homicide Prevention Demonstration Initiative funds the position 100% and is currently set to expire October 31, 2019. Continued funding may become available based on program results. Acceptance of this positions shall not be construed as a guarantee of employment beyond the grant funded period.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

SIERRA KELLEN
SKELLEN@17THCIRCUIT.ILLINOISCOURTS.GOV

POSTED: June 22, 2018

EXPIRATION: July 6, 2018

EQUAL OPPORTUNITY EMPLOYER