



DOUGLAS COUNTY TASKFORCE

SERVING VICTIMS OF VIOLENCE AND ABUSE

Executive Director

The Executive Director ensures intervention and services are provided to all victims of domestic violence, sexual assault, stalking and child abuse recognizing the unique and diverse needs of each individual victim. The Director coordinates public and private efforts to aid crime victims by facilitating the enhancement of the multi-disciplinary response; development of more comprehensive services; and innovative approaches to reach previously underserved victims.

Interested applicants should send a cover letter and resume to Amanda Cooke at acooke@douglascountyga.gov and use the title “Executive Director Application” for the email application submission.

QUALIFICATIONS

Bachelor’s Degree in Criminal Justice, Social Work, Human Services, or related field. At least 10 years’ experience working in the field of domestic violence, child advocacy, **and/or** sexual assault. POST Certified Instructor preferred but not required. Experience in grassroots organizing and development a plus. A valid Georgia driver’s license and liability insurance is required. Project a positive professional image at all times when representing the Task Force.

PROGRAM DEVELOPMENT

- Assist victims and their families in achieving emergency economic security through financial support granted in Ex Parte Orders while fast-tracking Child Support Services process and Crime Victim Compensation.
- Develop policies for the enforcement of removal of firearms from defendants who have been convicted of domestic violence misdemeanors or who are subject to the restraints of a Temporary Protective Order.
- Collaborate with Judges and courts on implementing bond supervision and monitoring for family violence offenders.
- Development and implementation of protocols.
- Increase collaboration between service providers and criminal justice agencies through the use of currently-available communication systems.

FAMILY VIOLENCE, STALKING CENTER

- Monitor the Legal Advocacy program to ensure victims of domestic violence

- receive the services we provide and/or referrals to service to ensure their safety.
- Back up Legal Advocacy in the absence of the Legal Advocacy Coordinator and during high volume request for services.
- Attend court hearings as needed.
- Provide intense case review, intervention and solutions for victims especially those with high Lethality Assessments.
- Ensure the Legal Advocacy Program personnel are in compliance with Task Force policy and grant guidelines.
- Monitor the Victims Compensation Program
- Provide supervision for weekly Support Groups with a state certified counselor.
- Ensure all victims seeking counseling have access to counseling whether or not they can pay.
- Compile statistical data and reports required by CJCC

SEXUAL ASSAULT CENTER

- Oversight of the administrative functions of the Sexual Assault Center.
- Supervise Sexual Assault Advocates
- Recruit, screen and contract qualified SANE'S for forensic examinations
- Monitor SANE/ Advocates on-call schedules (Volunteer)
- Monitor and inventory medications as needed
- Advocate for survivors/victims receiving quality care and sexual assault exams
- Ensure all victims receive victim's compensation information
- Ensure program complies with grant guidelines, CJCC and state requirements.
- Compile statistical data required by CJCC and state.
- Back-up for on call Sexual Assault Advocate

CHILD ADVOCACY CENTER

- Oversight of the administrative functions of the Child Advocacy Center.
- Create standard operating procedures for the CAC.
- Recruit, screen and hire personnel.
- Supervise all direct service staff members
- Ensure all CAC standards are met.
- Monitor SANE/ Advocates on-call schedules (Volunteer)
- Collaborate with DFACS, law enforcement and prosecution on MDT's and Child Fatality review projects.
- Ensure staff is cross trained.
- Educate the community on services of the children's advocacy center.
- Responsible for the creation and accuracy of victims statistical reporting for grant requirements.
- Create timely submission of SER and SAR reports to CJCC.

TRAINING

- Provide POST certified training to law enforcement when requested.
- Provide initial and annual training to new and current volunteers of direct victim services.

- Compile and share training materials with law enforcement agencies and prosecutors.
- Provide initial and cross training to staff.
- Provide Georgia Code training to staff, and volunteers.
- Provide outreach to victims through community and church fairs.
- Other duties as assigned.

VOLUNTEERS

- Recruit and screen new volunteers for direct victim services.
- Ensure volunteers are in compliance with training policies prior to contact with victims.
- Ensure volunteers are in compliance with Task Force policy and grant guidelines.
- Schedule on-call crisis line volunteers (monthly).

REPORTING DATA/FUNDING

- Prepare all reports as required by grantors.
- Planning and implementing grant programs.
- Researching funding opportunities.
- Monitoring expenditures and preparing agency budgets.
- Analyzing financial data.
- Preparing payroll.
- Responsible for accounts receivables and accounts payable.