

YWCA Greater Cincinnati – Job Description

Job Title:	<b>Intervention Coordinator – Person Doing Harm</b>	Revision Date:	April 21, 2022
Incumbent:		Department:	Non-Residential Domestic Violence Services
Location:	Cincinnati, OH (Hamilton County Jobs & Family Services)	FLSA Status:	Exempt
Supervisor:	Child Welfare Domestic Violence Connection Program Manager		
Supervises:	N/A		

**JOB SUMMARY**

The Intervention Coordinator works within Hamilton County Jobs and Family Child Protective Services department to ensure the safety and well-being of survivors and children exposed to intimate partner violence (IPV) by interviewing people who commit IPV and making referrals for treatment. The goal of the program is to bridge the gap between child welfare and IPV service providers to enhance family safety, create permanency for children, and hold those who commit IPV accountable for their actions.

**PRINCIPAL DUTIES & RESPONSIBILITIES**

- Manage caseloads of individuals with open HCJFS cases, identified as the person committing intimate partner violence (IPV). Conduct interviews to identify patterns of power and control, using the Safe and Together Model.
- Review referrals, safety and/or family assessments, arrest records, police calls/runs, jail calls, court documents, etc.
- Formulate reports outlining information gathered during IPV interview, in accordance with the Safe and Together Model.
- Provide professional recommendations for further treatment services, when necessary.
- Assess lethality and risk; conduct Adverse Childhood Experience Survey.
- Provide IPV education as a safety measure for all family members.
- Schedule consultation meetings to support intake/ongoing HCJFS caseworker efforts, collaborate among all parties involved in the case, and foster positive working relationships.
- Provide testimony upon receipt of subpoena, as well as when requested by the prosecutor or magistrate.
- Attend HCJFS agency meetings (team meetings, semi-annual reviews, family conferences, etc.).
- Meet deadlines with report submission, data entry, additional forms submission, and mileage reimbursement invoices.
- Ability to train new hire HCJFS caseworkers on topics related to intimate partner violence.
- MUST complete 3 months of CORE training per HCJFS requirements.
- Other duties as assigned by the Child Welfare Domestic Violence Connection Program Manager.

**Clerical/General Administrative**

- Responds to routine emails, phone calls, texts, etc. with clients and other parties involved on cases.
- Completes thorough documentation in the form of case notes, reports, and addendums.
- Maintains client files in online database.
- Tracks billable hours for services provided on an ongoing, monthly basis.
- Makes copies, prints documents, etc.
- Files paperwork

### **Key Relationships**

- Interacts with HCJFS caseworkers, supervisors, section chiefs, prosecutors, defense attorneys, GALs, Child Welfare Domestic Violence Connection Program Manager, other YWCA staff, volunteers, interns, other social service providers and community members.
- Comfortable working with vulnerable populations and ability to recognize bias.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by their immediate manager, and by the executive team as required.

### **QUALIFICATIONS:**

#### **Education/Experience**

- Bachelor's degree in Social Work, Human Services or related field or a combination of education and experiences.
- Experience in working with survivors of domestic violence/intimate partner violence.
- Experience managing a high caseload volume.

#### **Licenses/Credentials/Certifications**

- MSW, LSW preferred.
- Bilingual preferred.

#### **Skills/Specialized Knowledge/Abilities**

- Excellent writing skills.
- Excellent communication skills.
- Knowledge base about the dynamics of domestic violence and trauma-informed care.
- Excellent time management and organizational skills.
- Must be reliable and able to work independently.
- Ability to show good judgment, maintain appropriate/professional boundaries, and follow through.
- Ability to work with individuals from diverse socioeconomic and ethnic/racial backgrounds.
- Ability to maintain highest confidentiality standards according to social service best practices, relevant licensing mandates and policies of the YWCA Greater Cincinnati.
- Ability to reflect the YWCA mission to empower women and eliminate racism in work performance.

### **WORKING CONDITIONS:**

#### **Working Hours/Environment**

- Full time (37.5 hours/week).
- The YWCA CWDVC program is currently working from a hybrid model.

#### **Tools and Equipment Used**

- Company computer, copier, fax/scanner, personal phone (\$25 monthly cell phone reimbursement), and other typical office equipment

#### **Travel**

- As required with respect to job responsibilities and business needs (home visits, community visits, meetings off-site, etc.). Receive mileage reimbursement.

**Physical & Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit at a desk/workstation for long periods of time.
- Ability to work at a computer terminal for extended periods of time.
- Digital dexterity and hand/eye coordination in operation of office equipment.
- Light lifting and carrying of supplies, files, etc.
- Ability to speak to and hear employees/clients via phone or in person.
- Body motor skills sufficient to enable incumbent to move around the office environment.
- Ability to use interpretation services with working with limited English proficient families.
- Additional Mental Requirements: compare, decide, direct, problem solve, analyze, instruct, interpret.

SUPERVISOR'S ACKNOWLEDGMENT:		DATE:	
EMPLOYEE'S ACKNOWLEDGEMENT:		DATE:	

**This job description does not constitute a written or implied contract of employment. This job description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change job duties and responsibilities as the need arises.**