



**MARYLAND NETWORK  
AGAINST DOMESTIC VIOLENCE**

## **Job Description | Project Manager** Lethality Assessment Program and Domestic Violence Fatality Review

**Position Title:** Project Manager

**Project Title:** Lethality Assessment Program and Domestic Violence Fatality Review

**Supervisor:** Director of Programs

**FLSA Status:** Non-Exempt

**Employment Status:** Full-time

**Salary:** \$47,000-\$50,000

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The **Project Manager of the Lethality Assessment Program and Domestic Violence Fatality Review** will be responsible for providing content-specific expertise and oversight of the Lethality Assessment Program-Maryland Model (LAP), Domestic Violence Fatality Review Teams (DVFRTs), both statewide projects coordinated by the Maryland Network Against Domestic Violence.

### **Overall Management and Primary Responsibilities:**

- Provide leadership and supervision to the Project Coordinator and IT staff and oversee all project-related activities.
- Manage the development and ongoing implementation and coordination of the LAP in Maryland law enforcement agencies, domestic violence programs, hospitals and Maryland State Departments.
- Develop and coordinate an Advisory Board of court personnel (including judges), researchers and current LAP practitioners to determine the feasibility of introducing a risk assessment instrument in the judicial process.
- Provide technical assistance to existing and new counties conducting LAP screening during the Temporary Protective Order process.
- Provide technical assistance to existing and new domestic violence programs conducting LAP screening during victim-initiated hotline calls.
- Oversee the development of a database to house LAP statistics.

### **Coordinated Responsibilities:**

- Review policy and procedure revisions and development related to the LAP.
- Oversee the development of training, implementation and evaluation materials.
- Provide training on the Lethality Assessment Program (LAP) to law enforcement agencies, domestic violence advocates, hospitals, and Department staff.
- Evaluate LAP reports and provide agency-specific feedback.
- Provide technical assistance to local DVFRTs by email, phone, and in-person meetings.
- Prepare an annual DVFRT report.
- Serve and participate on the Maryland Domestic Violence Fatality Review Council annual meeting.
- Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to intimate partner violence and homicide prevention, as it relates to the LAP and DVFRT.
- Provide reports, as needed, on project status to the Director of Programs.
- Provide support for agency-wide events, such as MNADV's annual Memorial Service, Annual Meeting, and statewide conferences.

- Coordinate with staff, board members, and partners on project-related and agency-wide activities.
- Attend monthly staff meetings, weekly training team meetings, and ad hoc meetings.

**Qualifications:**

- Minimum of a bachelor's degree required. Master's preferred.
- Expertise in the field of domestic violence, sexual assault, stalking, and/or women's issues.
- Experience in working with the judiciary and court personnel preferred.
- Experience with the Lethality Assessment Program-Maryland Model (LAP), Domestic Violence Fatality Review Teams (DVFRTs) and/or risk assessment preferred.
- Effective presentation skills required. Experience as a trainer or educator preferred.
- Strong organizational and program management skills required.
- Strong computer skills required (Word, Excel, PowerPoint). Wordpress and Publisher preferred.
- Strong verbal and written communication and interpersonal skills required. Must have a professional demeanor.
- Must have the ability to organize and manage their time and tasks.
- Must have reliable transportation and valid driver's license to travel statewide.
- Must be responsible, reliable, professional, and punctual.

**Benefits:**

- Position is on-site, 40 hours per week.
- Health benefits are available.
- Paid holidays. Paid leave is accrued (sick and vacation).
- Mileage reimbursement for statewide travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

**Apply:** Position will remain **open until filled**. Applicants must submit a letter of interest and resume to (only applicants who have been selected for an interview will be notified):

Amy Johnson  
 Director of Programs  
 Email: [ajohnson@mnadv.org](mailto:ajohnson@mnadv.org)  
 Fax: 301-429-3605  
 Maryland Network Against Domestic Violence  
 4601 Presidents Drive, Suite 370  
 Lanham, MD 20706

*Women and minorities are encouraged to apply. The Maryland Network Against Domestic Violence provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*