



DELAWARE COALITION
AGAINST DOMESTIC VIOLENCE

JOB ANNOUNCEMENT
DOMESTIC VIOLENCE PROJECT SPECIALIST

REPORTS TO: Director of Training and Prevention & Director of Policy **STATUS:** Part-Time (Approx. 25 Hours/Week)

PRIMARY RESPONSIBILITIES: The Domestic Violence Project Specialist is responsible for working on two separate grant projects, both requiring coordination with internal and external project partners. The first project is the *Procedural Justice and Civil Protection Orders* and the second project is *Project Connect: A Coordinated Public Health Initiative to Prevent and Respond to Violence Against Women*. This 18 month part-time position will focus on the needs of victims of intimate partner violence who interact with the New Castle County Family Court through the Protection from Abuse process, and on improving health outcomes of Delawareans at risk for domestic and sexual violence and coercion by strengthening partnerships and developing sustainable policies and practices in both reproductive/sexual health settings and domestic/sexual violence programs.

DUTIES:

- Participate on project teams to assist in the full implementation of both grant projects;
- Build collaborative working relationships with the two project partners and their national cohorts
- Implement data collection methods developed by the project teams. This will include conducting structured observation and victim interviews;
- Conduct training for student court observers and medical service providers on the tools to be used;
- Provide direct supervision of University of Delaware students involved in the Justice Project;
- Oversee data collection and data entry;
- Prepare written reports;
- Maintain documentation of project progress including meeting agendas, minutes, project deliverables, presentations etc.;
- Attend and facilitate meetings with project partners and other parties as required;
- Participate in staff meetings and other DCADV functions as required to meet DCADV's organizational objectives;
- Prepare administrative reports; and
- Coordinate and complete other tasks, as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience;
- Understanding of and interest in court processes;
- Understanding of and interest in women's reproductive health;
- Excellent written and verbal communication skills;
- Ability to critically review and discuss domestic violence , DV related research and data;
- Proficiency with computers and Microsoft Office products;
- Excellent project coordination, organizing, and administrative skills;
- Commitment to healthy relationship and cultural competency values;
- Willingness to work as a team member with both DCADV co-workers and members of allied organizations;
- Willingness to undertake tasks as required to meet DCADV's organizational objectives;
- Access to own transportation and willingness to travel; and
- Spanish language skills, experience with ACASI software, experience working with immigrant populations, healthcare settings, and/or experience within Delaware's court system are a plus.

DCADV is a statewide, nonprofit, systems and social change advocacy agency located in Wilmington, DE.

We are an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability or veteran status.

If you need assistance or an accommodation during the application process because of a disability, it is available upon request.

DCADV is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.