



**COORDINATOR OF MILWAUKEE COMMISSION ON
DOMESTIC VIOLENCE AND SEXUAL ASSAULT**
(INJURY & VIOLENCE PREVENTION PROGRAM COORDINATOR)

City of Milwaukee Health Department

THE PURPOSE of this non-civil service position is to coordinate the activities of the Milwaukee Commission on Domestic Violence and Sexual Assault, including grant monitoring, budgeting, reporting, strategic planning and project development. This position supports the City's violence prevention efforts overall.

ESSENTIAL FUNCTIONS include:

- Provide daily program management including budget management, program planning, monitoring, report writing, program evaluating, grant writing, community liaison work, collaboration building and research;
- Staff the Milwaukee Commission on Domestic Violence and Sexual Assault, including scheduling, facilitating and disseminating minutes for monthly meetings. Serve as a liaison to local, state and national initiatives as needed. Link victims with community services and resources. Respond to media inquiries. Attend Committee and community meetings;
- Work with private, public, volunteer and City of Milwaukee sector in a community coordinated effort to assure a continuation of care in the area of domestic violence, sexual assault and intentional injury, including treatment, referral, follow-up, education and outreach;
- Assess and advise Department and Commission on pending legislation and policy relevant to domestic violence, sexual assault and intentional injury;
- Represent MHD in the community when doing presentations, workshops or attending local information sessions;
- Perform duties to support the Office of Violence Prevention.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Social Work, Health Science, Health Education or a related field from an accredited college or university.
2. Two (2) years of progressively responsible experience in a supervisory or leadership role.
3. Experience in working with community violence prevention and / or experience with working on issues related to intimate partner violence or sexual assault or community violence.
NOTE: *Other equivalent combinations of training and experience may be considered.*
4. A valid driver's license at time of appointment and throughout employment and a properly insured personal vehicle for use on the job.
5. Residence in the City of Milwaukee within 6 months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legal and human services systems and services available to victims of violence and violence prevention measures in the community.

- Excellent written and oral communication skills.
- Strong interpersonal, leadership and public relations skills.
- Ability to work with multi-disciplinary and multi-cultural staffs and groups.
- Ability to concurrently plan and manage multi-faceted tasks and projects.
- Proficiency on computers.
- Ability to work with minimal supervision.
- Ability to relate to and work with public officials, department heads and the media.
- Ability to coordinate data collection and reporting efforts.
- Ability to attend community meetings during evening or weekend hours.

THE CURRENT STARTING SALARY RANGE (05) is \$ 47,109 annually with excellent benefits.

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and the Milwaukee Health Department reserve the right to call only the most qualified candidates to the examinations. Oral examinations may include performance or written exercises.

*Completed applications should be sent to Victoria Robertson, Milwaukee Health Department, Third Floor, Zeidler Municipal Building, 841 North Broadway, Milwaukee, WI 53202 by **May 23, 2008**. Receipt of applications may be discontinued any time after this date without prior notice.*

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