

Domestic Violence Unit Coordinator

Job Description

Job Title: Domestic Violence Unit Coordinator

Agency: Muncie Police Department

Hours: 56 Hours biweekly

Contract: 12 Months

Supervisors: STOP Grant Manager & Domestic Violence Unit Senior Investigator

Objective: To work directly with the Domestic Violence Investigator, train officers and other area professionals of violent crimes against women, and meet all requirements of the Domestic Violence STOP grant.

Responsibilities:

- Train officers and other area professionals of violence against women
- Follow all requirements of STOP Grant guidelines
- Perform any duties requested of Domestic Violence Sr. Investigator
- Update training materials and training manuals
- Create, print and distribute Domestic Violence pamphlets
- Gather and compile statistics for monthly and quarterly reports
- Liaison with outside agencies
- Victim correspondence
- Make appointments as needed
- Attend training seminars and workshops
- Coordinate all efforts of the Domestic Violence Unit

Qualifications: The requirements listed above are representative of the knowledge, skill, and/or ability required. Excellent public relations skills and knowledge of Domestic Violence and Muncie Police Department policies and procedures are preferred. A Bachelor's Degree in a related field or years of experience is preferred but not required.