

## **JOB DESCRIPTION**

**TITLE:**                   **DOMESTIC VIOLENCE CASE AIDE  
DIVERSION SERVICES**

**JOB SUMMARY:**       Assist the Diversion Domestic Violence Coordinator in individual appointments, keeping statistics and monitoring case files.

**JOB DUTIES:**         Meet with in custody juveniles to explain the Diversion Program.  
Discuss options if appropriate.  
Fill out necessary informational data pertinent to individual cases.  
Monitor program compliance, send reminder letters and make phone calls to clients.  
Document and date all telephone calls and contacts with clients.  
Communicate concerns or problem areas to the Program Coordinator.

**TRAINING,  
EDUCATION  
EXPERIENCE:**        Knowledge of domestic violence legal terms and laws are helpful.  
Knowledge of interviewing techniques and experience working with young offenders desirable.  
Familiarity with legal terminology and juvenile law helpful.  
Must possess competent communication and writing skills.  
Experience dealing with the public helpful.  
Good organizational skills.  
Must attend a one-day training.  
Attendance at a half-day Cultural Diversity Training required.

**PERSONAL  
TRAITS:**             Care and concern for youth from various social, economical and cultural backgrounds.  
Mature, responsible person, able to work with difficult, troubled youth and families in conflict.  
Must be able to handle stressful situations.  
Able to maintain confidentiality and a professional demeanor.  
Ability to work independently when instructed to do so.  
Strong communication and writing skills.  
Ability to maintain clear and organized information.

**REQUIREMENTS:**   Must be 21 years old or older.  
Must have a valid driver's license.  
A good driving record and valid insurance.  
Must submit to a background check.

**JOB  
RELATIONSHIPS:**   Supervised by a Diversion Domestic Violence Coordinator.  
Responsible to the Volunteer Services Manager.

**TIME  
COMMITMENT:**      Minimum of 12 hours per week, weekdays, for six months between 8:00 a.m. and 5:00 p.m. weekdays.