

## Job Description

**Job Title:** Social Svcs Program Coordinator 2  
- Georgia Fatality Review

**Job Code:** SSP031

**FLSA Status:** Exempt

**Position Reports to:**  
Program Manager, GCFV

**Salary Minimum:** \$45,000

**Salary Midpoint:** \$50,000.00

**Salary Maximum:** \$55,000

**Pay Grade:**

### **Job Description, Responsibilities, Standards and Qualifications**

The Georgia Commission on Family Violence is seeking a coordinator for the Domestic Violence Fatality Review Project. The Fatality Review Coordinator collects and disseminates information about domestic violence-related deaths in Georgia and provides technical assistance to communities conducting localized domestic violence fatality reviews. In addition, the coordinator provides technical assistance, resources, and support to communities and constituents for the purpose of strategically piloting, promoting, and implementing innovative systemic changes based on fatality review findings.

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### **Minimum Qualifications**

Bachelor's degree from an accredited college or university in Psychology, Social Work, Sociology, Criminal Justice or a related field. The project is highly sensitive in nature and requires a high level of expertise about family violence. Candidate must be able to work independently and to collaborate successfully with project partners. Consistent statewide travel required.

### **Preferred Qualifications**

- Three or more years direct family violence work experience in rural and/or urban settings. Direct family violence experience should include work with victims of domestic violence.
- Display strong skills in the following areas: leadership (particularly in facilitating diverse groups), public speaking, community organizing and/or advocacy, data analysis, training coordination, and organization and record-keeping.
- Excellent written communication skills.

- Able to demonstrate knowledge of the dynamics of abuse and essential elements of a coordinated community response to domestic violence.

**Job Responsibilities & Performance Standards:**

- Perform job responsibilities with minimal supervision
- Serve as subject matter expert or organization resource in assigned areas
- As a team member or individually, participate in the development of conferences, instructive seminars, presentations and speeches for community and civic organizations and the general public
- Interact with key stakeholders to gather information about domestic violence-related deaths in Georgia
- Collaborate with Data Analyst and internal and external stakeholders to produce and distribute an Annual Report
- Provide technical assistance to communities throughout the state conducting localized domestic violence fatality reviews; strategically pilot, promote, and implement regional or statewide solutions based on fatality review findings
- Monitor expenditures and budget for Fatality Review grant in coordination with the Executive Director and Program Manager
- Create statistical reports, fact sheets, and other resource guides for external partners
- Track and monitor grant deliverables; submit timely programmatic reports