

# Oklahoma District Attorneys Council

## NOTICE OF JOB OPENING

### **POSITION:**

Coordinated Community Response Specialist

### **SALARY RANGE:**

\$45,000-\$50,000

### **APPLICATIONS ACCEPTED:**

Until filled.

### **SUBMIT RESUME & COVER LETTER TO:**

District Attorneys Council  
421 N.W. 13<sup>th</sup> Street, Ste. 290  
Oklahoma City, OK 73103  
Fax: (405) 264-5099  
[careers@dac.state.ok.us](mailto:careers@dac.state.ok.us)

### **FUNCTION:**

The Coordinated Community Response (CCR) Specialist is funded through the Improving Criminal Justice Response to Sexual Assault, Domestic Violence, Dating Violence and Stalking Grant Program (ICJR). This position is responsible for providing consultation and technical assistance to CCR Teams throughout the state. CCR teams bring together professionals from several agencies that respond to domestic violence and sexual assault in an effort to enhance safety for victims and hold offenders accountable. Duties include monitoring existing teams, and conducting training needs assessments, and assisting with building new or reinvigorating stagnant teams. Designing, developing, and evaluating training programs by coordinating various workshops, on-line and in-person classes or seminars for teams. The applicant should be comfortable conducting face-to-face and webinar training and facilitating meetings or seminars of varying sizes with diverse audiences. The position will also draft reports, contracts or proposals, and compile and collect data necessary for grant compliance, and falls under the supervision of the Training and Outreach Director.

### **SPECIFIC DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Attend county specific Coordinated Community Response Team meetings.
- Recruit and develop new CCR teams throughout the state.
- Act as a liaison to provide community outreach regarding information for domestic violence and sexual assault.
- Develop and implement training for Coordinated Community Response Teams, Sexual Assault Response Teams and High-Risk Teams throughout the state, to include basic, intermediate, and advanced continuing education courses for CCR Teams, in partnership with various local, state, and national organizations.
- Provide teams with resources utilizing national Technical Assistance (TA) providers.
- Update teams on promising practices developed by other teams in the state and facilitate networking opportunities between teams and or team members.

- Provide continuing professional education opportunities to allied professionals throughout the state regarding domestic violence and sexual assault issues, as requested.
- Facilitate goal setting and strategic planning with teams throughout the state.
- Prepare field reports on teams' progress, and other reports as needed.
- Determine training and professional development needs through needs assessments, interviews, or other sources; reviews and analyzes special requests for training courses and professional development.
- Develop training curricula and determine instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Facilitate webinar training opportunities utilizing national and local training partners.
- Provide and coordinate specific training for the Oklahoma Judiciary System.
- Coordinate annual trainings with state and nationally recognized experts for multidisciplinary teams.
- Provide consultation and technical assistance to existing and developing CCR Teams throughout the state on domestic violence and sexual assault.
- Assist with training and conference site set up, registration, and collecting signatures for continuing education credits.
- Collect and record information to be included in programmatic reports to the federal granting agency.
- Travel claim preparation as needed for program attendees.

### **QUALIFICATIONS:**

- Bachelor's degree and at least one year of experience working with victims, or with CCR Teams, or completion of a master's degree in a relevant program or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the bachelor's degree. Master's degree applicants will be considered for the higher salary level.
- Experience providing education and training programs required.
- Knowledge of Coordinated Community Response/Sexual Assault/High Risk Teams preferred.
- Excellent listening and communications skills.
- Demonstrated clear and concise writing ability.
- Self-motivated with exceptional organizational skills.
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships.
- Effective conflict management and resolution skills.
- Ability to understand and maintain confidentiality.
- Above average proficiency using Microsoft Outlook, Word, and PowerPoint. Knowledge in Access and Publisher is helpful.
- A valid Oklahoma driver's license is required.
- The ability to interpret and analyze programs and apply policy material.

This position requires frequent overnight travel for training conferences, and team meetings.

Some strenuous activity such as lifting, pushing, and pulling are required in conjunction with this position. This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

The District Attorneys Council is the administrative state agency for Oklahoma's 27 District Attorneys. The agency provides required training for personnel within and without the district attorney system, processes payroll and benefits, serves as legislative liaison, coordinates the state's Drug Task Forces, coordinates with the Department of Human Services - Child Enforcement Division, administers various federal programs, and serves as home to the Oklahoma Crime Victims Compensation Board.

This is an unclassified state position with full state benefits. Criminal background check required.

**FLSA Status: Exempt**

*The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.*