



THOMAS J. DART
SHERIFF

**SHERIFF'S OFFICE OF COOK COUNTY
PERSONNEL DEPARTMENT**

NOTICE OF JOB OPPORTUNITY

Job Title	Domestic Violence / Sexual Assault Prosecution Project Coordinator Grade: 23
Minimum Qualifications	<i>See Attached</i> Application Deadline: July 28, 2010 Documentation Deadline: August 4, 2010. A copy of your Juris Doctorate Degree or Masters Degree <i>must</i> be submitted to the Department of Personnel by August 4, 2010.
Starting Salary	\$39.095 Hourly
Location of Position	Department of Women's Justice Services 3026 S. California, 2 nd Floor
Duties	See Attached
Application Period	July 15, 2010 – July 28, 2010

If interested in this position, please obtain an **APPLICATION** from the Cook County Sheriff's Office website at www.cookcountysheriff.org or the Cook County Sheriff's Department of Personnel located at:

*Richard J. Daley Center
50 West Washington, Room 702
Chicago, IL 60602
(312)603-4521*

*Office Hours: Monday through Friday
8:30 a.m. to 4:30 p.m.*

Please complete the application and submit it to the Department of Personnel in person or by certified mail or overnight courier. All applications must be received by Personnel no later than close of business on the last day of the application period, July 28, 2010. Please note that any documents listed in the **Minimum Qualifications** section should be provided to the Department of Personnel by August 4, 2010.

**The Cook County Sheriff Office is an Equal Opportunity Employer.
The Cook County Sheriff's Office prohibits all Unlawful Discrimination in all Employment Actions.**

*Rosemarie M. Nolan, Director
Sheriff's Personnel Department*

*Terrie McDermott, Executive Director
Department of Women's Justice Services*

COOK COUNTY SHERIFF'S OFFICE



Job Code: 1054
Job Title: Domestic Violence / Sexual Assault Prosecution Project Coordinator
Salary Grade: 23
Department: Department of Women's Justice Services

Characteristics of the Position

General Overview

Under the direction of the Executive Director of the Department of Women's Justice Services, the Domestic Violence / Sexual Assault Prosecution Project Coordinator will work closely with the Department of Women's Justice Services, the Sheriff's Police Department, the Cook County Department of Corrections and the Court Services Department to improve law enforcement response to victims of domestic violence and sexual assault. Responsible for developing a comprehensive Domestic Violence / Sexual Assault Policy, providing education, assessment and response procedures to Domestic Violence / Sexual Assault cases. Directs, plans, coordinates and assesses continuity of programs and services which are designed to promote and implement a department-wide response to Domestic Violence / Sexual Assault crimes. Provides overall consultation to service providers, linkages and volunteers who provide services to the Department of Women's Justice Service's and the Cook County Department of Correction's detainees, the Sheriff's Police Department and the Court Service's Department victims and perpetrators, as well as Sheriff's Office staff responding to these crimes. Coordinates the Sheriff's Office response to Domestic Violence / Sexual Assault / Human Trafficking and acts as a liaison to county, state and federal agencies.

Key Responsibilities and Duties

Establishes program objectives; introduces new and meaningful program initiatives; confers with support staff, service providers, linkages and volunteers and routinely review levels of productivity to ensure program stability and advancement.

Assists the Sheriff's Police Department's use of evidence based practices that support prosecution of domestic violence / sexual assault cases and improve the law enforcement response to victims of domestic violence / sexual assault.

Advocates for and educates victims of abuse, directing them to available social services. Advocates for and educates the female detainees, who are victims of abuse, about the benefits of reporting abuse.

Facilitates a working group made up of leadership from the Department of Women's Justice Service's, the Cook County Department of Corrections, the Sheriff's Police Department and the Court Services Department to provide direction and support and ensure compliance with the Domestic Violence / Sexual Assault Policy.

Assists the Sheriff's Police Department's use of evidence based practices that support prosecution of domestic violence / sexual assault cases.

Coordinates with the Sheriff's Police Department to develop a Domestic Violence / Sexual Assault Unit and supports the Sheriff's Police Department's efforts to prosecute male offenders and traffickers. Coordinates with the Sheriff's Police Department Human Trafficking Response Team, designed to deter females involved in prostitution and human trafficking, beginning at the point of arrest.

Acts as the liaison between department heads and treatment provider staff and other law enforcement agencies and service providers associated with the Department of Women's Justice Service's and the Cook County Department of Correction's detainees, the Sheriff's Police Department and the Court Service's Department victims and perpetrators.

Responsible for the coordination and supervision of Domestic Violence and Sexual Assault programs for the Department of Women's Justice Service's, the Cook County Department of Corrections, the Court Services Department and the Sheriff's Police Department.

Develops, maintains, updates and conducts regular assessments of reports which track the quality and consistency of detainee services, as it relates to Domestic Violence and Sexual Assault.

Provides advisement and direction to support staff and service providers concerning operational matters.

Examines and ensures total compliance with all department policy and procedures and updates department policy and procedures as necessary.

Obtains program development, research and evaluation support from advocacy groups and institutions of learning. Reinforces community and faith-based partnerships related to the Sheriff's Office efforts to stop violence against women.

Evaluates the responsibilities and procedures between the Women's Justice Service's Department, the Cook County Department of Corrections, the Sheriff's Police Department and the Court Service's Department in order to reduce duplicative efforts.

Knowledge, Skills and Abilities

Ability to write, analyze and develop programs within government, not-for-profit or related field.

Ability to conduct a thorough assessment of the Sheriff's Office's current policies, procedures and response related to Domestic Violence / Sexual Assault and provide suggestions and solutions to ensure there is uniformity in the department's response to Domestic Violence / Sexual Assault.

Must be able to work with detainees and convicted felons.

Possess excellent communication skills to help develop and maintain working relationships with community based organizations.

Knowledge of basic elementary principles and methods of social work, insight into individual and group behavior, acquaintance with laws governing the establishment and operation of a law enforcement agency, familiarity with municipal and state criminal codes and procedures and knowledge of basic penal management security.

Minimum Qualifications

Jurist Doctorate Degree or Masters Degree in Criminal Justice, Political Science, Public Administration, Public Policy, Social Work or a related field. Five (5) years of progressively responsible professional work experience in a social service agency, criminal justice system, or local or state government. Two (2) years professional work experience in advocacy, domestic violence or related field.

The duties listed are not set forth for the purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.