Considerations in Hiring a DVHRT Coordinator

tcfv
TEXAS COUNCIL ON FAMILY VIOLENCE

As a partner with the Domestic Violence High Risk Team (DVHRT) sites, the Texas Council on Family Violence (TCFV) is committed to providing best practices and guidance to each team. One of these areas are recommendations on the desired attributes on the hiring of a DVHRT Coordinator. From the past five years of selecting and working with sites, TCFV has found that the DVHRT Coordinators are best prepared for the job when these recommendations are used in the selection of a coordinator. **A successful candidate for the DVHRT Coordinator position does not need *all* of these attributes.**

» Understand the dynamics of domestic violence and the lived experience of survivors.

» Understand lethality factors associated with domestic violence and safety planning with victims.

» Understand the criminal legal system in Texas, including an understanding of how to navigate codes such as the Family Code, Criminal Code, Code of Criminal Procedure, etc.

» Knowledge of the workings of advocacy and hotline programs in Texas including making referrals for services.

» Have experience and/ or education working in the criminal justice, social work, public health, psychology, or related fields.

» Bilingual in Spanish or other languages, as needed depending on geographic region, is encouraged.
  • *In order to be able to provide services to all members of a community it is recommended that the candidate be fluent in a language or languages that best represent that jurisdiction or;*
  • *Have the knowledge to facilitate existing interpretation resources or technologies to meet the needs of each client.*

» Knowledge of resources at local, state, and federal levels that are relevant to program areas.
  • *The candidate should have some basic understanding of the local and state laws regarding domestic violence, crime victims' compensation, privacy protections, orders of protection, and other pertinent laws that will address the needs of a client in the DVHRT.*

» Ability to research, comprehend, and effectively communicate complex ideas and concepts.
  • *The candidate should have the ability to provide written communication among the DVHRT through written memos, emails, or other correspondence.*
  • *The candidate should have diplomacy and comfort speaking to multiple partners.*

» Skill in developing and maintaining effective internal and external working relationships with members of the DVHRT and other members in the community.

» Skill in project management and strategic planning.
  • *The candidate should have experience in management and strategic planning with programs such as forecasting, training implementation, and data collection.*

» Experience in case administration.
  • *The candidate should have experience in organizing and maintaining case files such as entering information, updating information, or closing cases.*

» Experience in scheduling and facilitating case management meetings.

» Working knowledge of Microsoft Office programs or other similar computer tools and applications.
  • *The candidate should have a working knowledge of Word, Excel, Outlook Express, PowerPoint, and SharePoint applications from Microsoft.*

» A basic understanding of the types of risk assessments (RA) used in domestic violence investigations.
  • *The candidate should have a working knowledge of the common risk assessments used in ascertaining high lethality in domestic violence investigations such as the Danger Assessment (DA), the Lethality Assessment Program (LAP), the Danger Assessment- Law Enforcement (DA-LE), and the Ontario Risk and Danger Assessment (ODARA).*

» Experience in working with various agencies that address the needs of a domestic violence victim and those agencies tasked with holding offenders accountable.

» The ability to provide testimony in municipal, state, and federal court.