

CITY OF CHATTANOOGA
Classification Title: FJC CCR Specialist

Department: Police

Pay Grade: GS.09

Supervision Received From: FJC Executive Director

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/18

**Revision Dates: 4/2/25;
12/27/24; 10/20/23; 10/20/20**

CLASSIFICATION SUMMARY:

This is a professional-level position involving the establishment of a trusting relationship with Family Justice Center partners, other members of the community, and the Coordinated Community Response Team. The focus of this position is to determine what populations are underserved and what services are required to meet those needs.

NOTE: This is a grant-funded position.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Attend regular CCR Team Meetings and update the team on all findings.

Conduct comprehensive needs assessments for the community.

Provide outreach, education, and presentations to the community when requested on finding.

Host focus groups to help determine the needs of the community.

Participate in evaluating program effectiveness.

Adhere to CFJC policies, procedures, and best practices.

Maintain and cultivate collaborative relationships with community organizations and partners by delivering content stories, information, and brand messages through face to face meetings and community presentations.

Organize, attend, and participate in special events to drive community support and engagement.

Develop, implement, and manage innovative ideas that will increase the number of clients seeking services at the FJC.

Assist in the development and implementation of benchmarking and tracking to gauge the effectiveness of marketing strategies, programs, and key initiatives.

Increase awareness of and conversation around domestic violence, elder abuse, human trafficking, and sexual assault.

Assist partners of the FJC with related needs.

Assist with client intakes as needed.

Create and distribute a monthly FJC newsletter.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform related duties as required.

MINIMUM QUALIFICATIONS: Must have a bachelor's degree in psychology, social work or related field or have equivalent experience working in the nonprofit realm, preferable in the field of child abuse, sex crimes, human trafficking, or domestic violence.

Must have a history that reflects commitment to victim services (can be shown through community volunteerism or active involvement in clubs/organizations that advocate for the rights of victims/survivors of crime).

Experience in working with individuals and families is preferred, as is knowledge of best practices relating to family violence, which includes identification, safety, confidentiality, and program development. Knowledge of the criminal justice and social service system is also preferred.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of local and statewide domestic violence resources; community demographics; project management principles; customer service principles; facilitating public meetings; problem solving; training and educating diverse groups; and planning public awareness events.

Skill in working independently or in a team environment; organizing , planning and prioritizing work; using a computer and related software applications; building relationships; exercising good judgment and effective decision making; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public.

Skill in problem solving, decision-making, and conflict resolution. Ability to work as a part of a fast-paced multi-disciplinary team which includes the ability to establish and maintain effective working relationships with diverse persons including law enforcement, criminal justice professionals, social service agencies, and other systems that impact service delivery for victims of child abuse, domestic and sexual violence and elder abuse.

Ability to communicate effectively, both verbally and in writing with diverse groups of individuals.

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.