

CITY OF CHATTANOOGA

Classification Specification Title: FJC Prevention Coordinator

Department: Executive Branch

Pay Grade: GS.10

**Supervision Received From: FJC Assistant Director
of Outreach, Training, and Volunteers**

FLSA Status: Exempt

Established Date:

Supervisory Responsibility For: None

**Revision Dates: 4/2/25;
9/05/24**

CLASSIFICATION SUMMARY:

The incumbent in this classification is to coordinate a five-year DELTA AHEAD grant awarded to Tennessee Coalition to End Domestic and Sexual Violence and contracted with Chattanooga-Hamilton County Family Justice Center to facilitate IPV prevention and enhance coordination between the partners, organize planning meetings, manage required grant reporting and financial management, and serve as the central point of contact for all grant related activities. Works closely with members of the TN Coalition, FJC Team, and all other workgroups and committees under the supervision of the FJC Assistant Director of Outreach, Training, and Volunteers to ensure grant deadlines are met.

SERIES LEVEL:

The FJC Prevention Coordinator 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.)

Implement and evaluate Primary Prevention IPV in the Workplace training with the local community.

Implement and evaluate Primary Prevention A Call to Men in their Community which supports education programs for men and a curriculum for middle school, high school and college students.

Participate in a broad-based CCR that engages in IPV prevention activities at the community level. And evaluation of program effectiveness.

Work with the TN Coalition to plan, implement and evaluate a Policy Effort to strengthen work-family supports, such as paid parental leave policies/benefits in their local community

Work with the TN Coalition to identify feasible annual outcomes related to the Primary Prevention & Policy Efforts

Work with the TN Coalition & CDC to Develop a Community Action Plan that demonstrates how each of the Primary Prevention & Policy Efforts will work comprehensively to address systems that perpetuate discrimination and other social determinants of health that influence risk and protective factors of IPV

Create, coordinate, and document all required reporting and aspects associated with the grant and report data midyear and annually to the TN Coalition. Maintain grant records and information in assigned areas of responsibility.

Serve as the primary point of contact for content management of FJC websites.

Establish positive culturally sensitive communication between FJC and underserved populations and communities while ensuring access to participate in FJC's programs.

Contribute to a greater community awareness and understanding of issues relevant to impact of Intimate Partner Violence (IPV, family violence, elder abuse, and human trafficking on communities in terms of FJC mission).

Attend staff-related meetings, training, team building and other forums where relevant including regular conference calls with TN Coalition.

May coordinate and/or participate in/on a variety of meetings, seminars, conferences, training sessions and/or other related events in order to receive and convey information.

Other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited school in social/human services, education or criminal justice and at least one (1) year of experience working with and managing a grant. Experience working with groups and communities, such as victims of IVP, and training experience preferred, or any combination of equivalent experience and education. Experience developing policies, procedures and curriculum.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of local and statewide domestic violence resources; community demographics; project management principles; customer service principles; facilitating public meetings; problem solving methods; and applicable Federal, State and local laws, codes, regulations, policies, rules and regulations.

Skill in working independently or in a team environment; organizing, planning and prioritizing work; strong problem solving; excellent written and verbal communication; using a computer and related software applications; building relationships; facilitating meetings; exercising good

judgment and effective decision making; delegating and managing a team of volunteers; sensitivity to changing situations; planning, developing, supervising, and managing program and/or events; preparing and maintaining policies and procedures; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: 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.

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.