



Classification Specification Title: HRIT Coordinator

Department	Executive Branch	Grade: NP.GF
Supervision Received	Family Justice Center Executive Director	FLSA Status: Exempt
Supervisory Responsibility	HRIT Service Specialist	Established: Jul 8, 2026
		Revision: N/A

CLASSIFICATION SUMMARY:

The High-Risk Intervention Team (HRIT) Coordinator is a grant-funded leadership role under the supervision of the Family Justice Center (FJC) Executive Director, responsible for leading multidisciplinary responses to high-risk interpersonal violence cases to enhance victim safety, ensure offender accountability, and prevent homicides. Collaborating closely with law enforcement, legal systems, healthcare providers, and community partners, the Coordinator drives systems collaboration, implements evidence-based interventions, and supports program development, training, and data collection. Operating across office, court, and community settings with occasional evening or weekend hours, this position involves regular exposure to deeply traumatic cases, carrying a significant potential for vicarious trauma. Continued employment beyond the initial three-year grant period is dependent upon program performance and the availability of future funding.

SERIES LEVEL: The HRIT 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.)*

Coordinate and facilitate HRIT meetings and multidisciplinary case reviews.

Identify and coordinate responses to high-risk interpersonal violence cases utilizing evidence-based lethality indicators and intervention strategies.

Develop coordinated intervention plans focused on victim safety and offender accountability.

Support expansion and implementation of coordinated community response, Lethality Assessment Program (LAP), and HRIT efforts in Hamilton and Marion Counties.

Promote fidelity to evidence-based practices, including the LAP, Danger Assessment tools, and multidisciplinary high-risk case review protocols.

Support development and implementation of policies, protocols, and best practices related to high-risk intervention and homicide prevention.

Monitor program effectiveness and recommend systems improvements.

Coordinate with courts, prosecutors, and judicial partners to support trauma-informed responses, court

collaboration, and offender accountability initiatives.

Serve as a liaison between law enforcement, courts, prosecutors, victim service agencies, healthcare systems, and community partners.

Coordinate with courts, prosecutors, and judicial partners to support trauma-informed responses, court collaboration, and offender accountability initiatives.

Support expansion and implementation of coordinated community response, LAP, and HRIT efforts in neighboring counties.

Promote fidelity to evidence-based practices, including the LAP, Danger Assessment tools, and multidisciplinary high-risk case review protocols.

Foster strong multidisciplinary partnerships and coordinated community responses.

Participate in collaborative planning, systems advocacy, and community safety initiatives.

Support the implementation of trauma-informed, survivor-centered practices across partner systems.

Assist jurisdictions and partner agencies interested in developing or strengthening High-Risk Intervention Teams and coordinated response protocols.

Coordinate collection and tracking of HRIT case data, outcomes, and program performance measures.

Prepare statistical, narrative, grant-related, and outcome reports.

Ensure compliance with confidentiality, grant, and reporting requirements.

Assist with program evaluation, quality assurance efforts, and continuous improvement activities.

Ensure compliance with OVW grant requirements, project timelines, reporting obligations, deliverables, and evidence-based protocol implementation.

Develop and deliver professional training and educational materials related to: domestic violence dynamics, lethality and high-risk indicators, strangulation and stalking, firearms and domestic violence, trauma-informed response, victim safety and offender accountability, coordinated community response models, and Lethality Assessment Program.

Provide presentations and technical assistance for law enforcement, courts, professionals, community groups, and partner agencies.

Support strategic planning, grant initiatives, program development, and sustainability efforts.

Ensure compliance with OVW grant requirements, project timelines, reporting obligations, deliverables, and evidence-based protocol implementation.

Coordinate project activities and timelines with technical assistance providers and multidisciplinary partners.

Represent the Family Justice Center at meetings, trainings, conferences, and community events.

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.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

None

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Social Work, Criminal Justice, Public Administration, Psychology, Human Services, or related field with a minimum of five (5) years of experience in domestic violence services, victim advocacy, criminal justice, or related multidisciplinary victim service work; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Strong understanding of domestic violence dynamics, lethality indicators, trauma-informed practices, and victim-centered advocacy. Experience coordinating multidisciplinary teams and collaborative initiatives. Excellent leadership, organizational, communication, facilitation, and public speaking skills. Experience with data collection, reporting, and program coordination. Proficiency in Microsoft Office programs, including Excel, Access, and PowerPoint. Ability to manage confidential and sensitive information professionally. Demonstrated ability to work collaboratively with diverse agencies and stakeholders.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, 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 a 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: Child Sensitive: Dept of Transportation (CDL):

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.

Revision History: N/A

