



Classification Specification Title: HRIT Service Specialist

Department	Executive Branch	Grade: NP.GF
Supervision Received	HRIT Coordinator	FLSA Status: Non-Exempt
Supervisory Responsibility	None	Established: Jul 8, 2026
		Revision: N/A

CLASSIFICATION SUMMARY:

The High-Risk Intervention Team (HRIT) Service Specialist provides comprehensive trauma-informed advocacy, crisis intervention, court accompaniment, and lethality assessment follow-up to survivors of domestic violence, sexual assault, stalking, elder abuse, and human trafficking within Hamilton and Marion Counties. Funded through a three-year federal Office on Violence Against Women (OVW) grant, this role supports the High-Risk Intervention and Safety Initiative by collaborating closely with law enforcement, prosecutors, healthcare providers, and community stakeholders to enhance survivor safety and offender accountability. Operating across the Family Justice Center (FJC), HRIT, and court systems, the position also drives coordinated community responses through multidisciplinary case coordination, public outreach, training, and grant implementation activities. Continued employment beyond the initial three-year grant period is dependent upon program performance and the availability of future funding.

SERIES LEVEL: The HRIT Service Specialist 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.)*

Provide trauma-informed advocacy, support, crisis intervention, and navigation services to survivors of domestic violence, sexual assault, stalking, elder abuse, human trafficking, and related crimes.

Conduct follow-up within required timeframes for Lethality Assessment Program (LAP) referrals and coordinate services for high-risk survivors.

Assist survivors with safety planning, needs/risk assessments, referrals, and ongoing support services.

Provide court accompaniment and advocacy in Hamilton County, Marion County, and surrounding jurisdictions as assigned.

Assist survivors with information and access related to Orders of Protection, criminal justice processes, custody concerns, legal referrals, housing resources, counseling, healthcare, and other community services.

Participate in HRIT meetings, multidisciplinary case coordination, and coordinated community response (CCR) activities.

Review referrals, prepare case summaries, document follow-up activities, and identify high-risk indicators for coordinated intervention efforts.

Build and maintain collaborative working relationships with law enforcement, courts, legal partners, prosecutors, healthcare providers, social service agencies, and community organizations.

Conduct outreach and assist with training, education, awareness, and prevention activities related to domestic violence, trauma-informed care, lethality assessment, and coordinated response efforts.

Maintain confidential client records and comply with all applicable federal, state, local, and OVW confidentiality requirements.

Enter, maintain, and track information in applicable databases and electronic systems.

Assist with grant-related data collection, reporting, outcome tracking, and evaluation activities.

Support implementation of OVW grant goals, objectives, timelines, and deliverables.

Assist with supervision, coordination, and support of interns, volunteers, and assigned personnel as needed.

Serve as backup support for the FJC Navigator Team as assigned.

Attend meetings, trainings, conferences, court proceedings, and community events as required.

Travel throughout Hamilton County and surrounding counties in support of outreach, court advocacy, training, and coordinated response activities.

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, Human Services, Criminal Justice, Psychology, Sociology, or related field with experience working with victims of domestic violence, sexual assault, human trafficking, child abuse, elder abuse, or related populations; or any combination of education, training, and experience sufficient to perform the essential functions of the position.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Bilingual in Spanish and English preferred.

KNOWLEDGE AND SKILLS:

Knowledge of the Family Justice Center model and coordinated community response frameworks. Knowledge of domestic violence, sexual assault, stalking, strangulation, trauma, and victimization dynamics. Knowledge of trauma-informed care, confidentiality, and survivor-centered practices. Knowledge of criminal justice systems, court processes, and victim rights. Knowledge of community resources and referral systems. Knowledge of applicable federal, state, and local laws, regulations, policies, and OVW requirements.

Skill in crisis intervention and survivor advocacy. Skill in safety planning and client engagement. Skill in building collaborative professional relationships. Skill in public speaking, outreach, and training support.

Ability to work effectively in a fast-paced, multidisciplinary environment. Ability to respond appropriately to individuals experiencing trauma and crisis. Ability to maintain confidentiality and professional boundaries. Ability to communicate effectively with diverse populations and systems partners. Ability to exercise sound judgment and professionalism under pressure.

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