



Bulkley Valley Lakes District Domestic Violence ‘Court Option’

DVCO Coordinator

Prepared August 18, 2010

- 20 hours per week (same as similar position in Whitehorse)
- Salary paid through non-profit agency holding the project budget
- Qualifications include experience in criminal justice system, strong administrative and organizational skills, takes initiative and shows leadership and management abilities, ability to work both independently and as a member of a team

Duties include:

- Manage DVCO program infrastructure & communications, assuming a program leadership role that is guided by the DVJR Steering Committee
- Update and manage DVCO website, including answering queries that come through the website
- Open and maintain client DVCO files
- Statistics and data collection on all DVCO files (including development of appropriate Records Management forms and spreadsheets)
- Coordinate, take Minutes, and attend all DV Justice Response Steering Committee meetings
- Coordinate, take Minutes, and attend all DVCO Client Case Management Meetings
- Appear in court for each DVCO Judge check-in, and assure reports and files are available to the Judge
- Public information development and dissemination
- Public education through belonging to the Smithers Domestic Violence CourtWatch committee
- Assist with start-up of program
- Assist with wrap-up of program