

Position Title: **Lethality Assessment & Legal Services Specialist**

Full-time Position

Direct Supervisor: Emergency Shelter Program Coordinator

I. GENERAL DESCRIPTION

Under the direction of the Emergency Shelter Program Coordinator, the Lethality Assessment & Legal Services Specialist will be responsible for coordinating the Lethality Assessment Program with participating law enforcement departments in the New River Valley. This will include direct services to victims, coordinating training, policy development, and program evaluation. In addition, this position will provide legal aid case management and advocacy activities for WRC clients.

II. MUTUAL RESPONSIBILITIES

- A. Ensure continuity of services by sharing On-Call, hotline and Shelter Management and responsibilities as assigned.
 - B. Meet weekly with supervisor, participating in the WRC's on-going Communications & Performance Evaluation Plan (The Plan). Communicate clearly and timely issues of performance with supervisor.
 - C. Participate in day-to-day Shelter Operations to include room turnover, resident services, supply distribution, and other operations assistance as needed and assigned.
 - D. Carry out other duties as assigned by direct supervisor or the Executive Director.
-

JOB RESPONSIBILITIES

A. Lethality Assessment Program Direct Services

1. Provide training and technical assistance to hotline workers regarding responding to LAP hotline calls.
 2. Provide crisis counseling to victims who are determined by Lethality Assessment Program Officers to be at risk of lethality.
 3. Provide follow-up services to all victims referred by local law enforcement departments. Follow-up will include (but is not limited to), crisis counseling, on-going safety planning, legal advocacy, and service referrals.
 4. Conduct Danger Assessments with Emergency Shelter and Transitional Housing Residents.
-

B. Lethality Assessment Program Training

1. Attend a LAP "Train the Trainer" – become certified as a LAP trainer.
 2. Provide LAP training, in cooperation with the LAP Lead Officer, to WRCNRV staff/volunteers, local law enforcement department officers, and key allied professionals.
-

C. LAP Policy Implementation

1. Implement written procedures between local law enforcement department responding officers and WRCNRV staff/volunteers.
 2. Design, prepare, and distribute all LAP screening forms, protocol reference cards, and data tracking sheets.
-

D. LAP Evaluation and Oversight

1. Assess interest and recruit local law enforcement agencies for participation in the LAP program.
2. Attend quarterly teleconferences with the Statewide LAP Advisory Team.
3. Submit statistical information on LAP to Maryland Network and DCJS.
4. Hold quarterly meetings with Advisory Teams from each participating LE agency to review program status, make recommendations, and review corrective actions.

5. Maintain on-going communication with designated point-person in each agency to ensure accurate implementation and provide technical assistance as needed.
-

E. Legal Service Liaison Duties

1. Coordinate Legal Aid services for appropriate clients.
 2. Provide on-going case management support to clients served by both the WRC and SVLAS.
 3. Support long-term safety and economic independence of clients by providing community resource referrals, case management, and follow-up as needed.
-

F. Grants Management

1. Review relevant workplan(s) with Program Coordinator annually.
 2. Ensure ongoing implementation and evaluation of workplan(s).
 3. Complete and submit regular grant reports as directed.
-

G. Program Reporting System

1. Maintain appropriate records and statistical information.
 2. Complete client contact report and submit weekly to appropriate Night Counselor.
 3. Document community education on Public Education Reports and submit monthly to Community Engagement Coordinator.
 4. Collect ongoing program statistics and report to designated staff monthly.
-

III. QUALIFICATIONS

- A. Associate degree in human services related field and/or one years of related experience.
 - B. Must have an understanding of the issues of sexual and domestic violence.
 - C. Ability to provide crisis intervention.
 - D. Ability to utilize computer programs including word-processing and spreadsheets.
 - E. Ability to deliver WRC services in a culturally sensitive manner.
 - F. Ability to work some evening, weekend, and holiday hours.
 - G. Driving is an essential function of this position. Must have reliable transportation, a valid driver's license, and be insurable through the WRC's insurance policy.
-