

NOTICE OF JOB OPENING

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Posting Begins	May 12, 2022	Posting Ends	July 6, 2022
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Position Title	PROGRAM COORDINATOR
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Department	Police Department	Division	Investigations/Victim Services Unit
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Police Department 700 Minnesota Ave Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: This position will be responsible to guide a multi-disciplinary approach and response to implementation, coordination, management, and utilization of LAP in the service area. Oversee referrals of high-risk cases to the multi-disciplinary team. Schedule and prepare meetings for multi-disciplinary team. Provide data control and documentation, including tracking cases, performance measures, and outcomes in accordance with agency and grant reporting requirements. Document and organize communications with staff, partners, consultants, selected jurisdictions. Maintain a working knowledge of emerging issues and trends pertaining to domestic violence, especially to homicide prevention. Perform functions of job according to agency policies and procedures. Answer after hours phone calls to arrange appropriate victim services. Attend scheduled staff, team, and supervision meetings. Participate in all required trainings and optional trainings as determined. Perform other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Proficiency in the use of Microsoft Office programs. Experience working in a Domestic Violence (DV) is preferred. Valid Kansas Driver's License is required.

SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.

Salary Range	\$4,160.00- \$5,564.00/mo.	PI #	0443	Class. Code	1417
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EXT 6/23/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE

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