

## **61<sup>st</sup> DISTRICT COURT POSITION AVAILABLE**

**POSTING DATE:** **March 19, 2018**

**POSITION DESCRIPTION:** **DART On-Call Worker**  
(Part Time -Grant Funded – Nights and Weekends)

**POSITION AVAILABILITY:** **March 31, 2018**

Any interested person must submit his/her resume by the deadline date to the following address:

Dani Smith-Administrative Assistant/Finance  
180 Ottawa. NW, Suite 3200-A  
Grand Rapids, Michigan 49503  
dani.smith@grcourt.org

**DEADLINE DATE:** **March 31, 2018**

**SALARY RANGE:** **\$14.91/hour**

**Please see the attached pages for position information.**

*No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 61<sup>st</sup> District Court.*

# 61<sup>st</sup> DISTRICT COURT

## POSITION DESCRIPTION

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**JOB TITLE:** Domestic Assault Response Team, DART On Call Worker

**REPORTS TO:** DART Supervisor

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### SUMMARY

Responsible, paraprofessional work performed for the Domestic Assault Response Team (DART). Paraprofessional employees in this class perform specialized duties in gathering information, providing crisis intervention and referral for victims, preparing reports, and other services necessary at the scene to reduce the effects of victimization and to improve system follow through. Work is performed under the supervision of the Project Director and checked through the review of reports and observation of results achieved.

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### PRINCIPAL DUTIES AND RESPONSIBILITIES

(May not include all of the duties performed)

- \* Advocates for the victim during court hearing/trial, provides support as needed by the victim during the process.
  - \* Explains the criminal justice system/arrest/court process to the victim so the importance of their role is understood and that they understand what will happen to the perpetrator.
  - \* Gathers additional information from the victim for use in arrest, charging decisions, setting of bond conditions, and provision sentencing alternatives.
  - \* Gives the victim information about the offense that occurred and the resources that are available.
  - \* Interviews the victim at the scene of the offense, at the hospital, or other neutral location
  - \* May provide follow-up contact to the victim.
  - \* Prepares report for use by police/court staff the following morning.
  - \* Prepares and maintains records and reports of actions taken and progress made.
  - \* Performs other related duties as assigned by the Victim Services Counselor.
  - \* Provides auxiliary services as necessary (calling relatives, arranging a place to stay, contacting local shelter facilities, etc.)
  - \* Provides information/assistance in filing victim compensation claims.
  - \* Provides crisis intervention to the victim and their family
  - \* Responds to the scene of a domestic violence, sexual assault, elder abuse, homicide, or other assaultive offense upon notification by the police agency involved.
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## REQUIREMENTS OF WORK

- \* Ability to establish and maintain effective working relationships with victims, other court employees, and community social services agencies.
- \* Ability to skillfully and accurately operate a typewriter, photocopier, facsimile machine, printer, and computer.
- \* Ability to communicate effectively, both orally and in writing.
- \* Ability to understand and follow oral and written instructions and to communicate effectively in both mediums.
- \* Ability to provide crisis intervention services to victim.
- \* Ability to make decisions in accordance with laws, regulations, rules, and departmental policies and procedures, and to exercise independent judgment.
- \* Knowledge of organization, operation, and procedures of the District and Circuit Court.
- \* Knowledge of the general provisions of the law relating to legal rights of offenders.
- \* Knowledge of domestic violence, sexual assault, elder abuse, homicide, and general assault issues and resources in the community.

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## DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or its equivalent. Bachelor's degree or courses toward a degree in human services, criminal justice or social work preferred. Two years experience in Court or Human Service work. Demonstrated ability to relate to people. Interviewing skills.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

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## CERTIFICATION OR LICENSURE

None.

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## PHYSICAL REQUIREMENTS

Frequently required to sit, stand, talk, or listen. Frequently required to operate phones; walk; drive a vehicle; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. May be subject to sitting or standing for prolonged periods, reading reports, forms, and documents. Specific vision requirements include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds.

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## ENVIRONMENTAL CONDITIONS

Temperature may fluctuate. Open office environment with limited privacy.

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**This position description does not constitute an employment agreement between the 61<sup>st</sup> District Court and the employee and is subject to change by the Court as the needs of the Court and requirements of the position change.**