



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: April 19, 2010
Subject: JFO #2438

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2438 — Request by the Department of Children and Families (DCF) to establish 1.5 limited service Domestic Violence Specialist positions. Funding for this work was approved by JFC (JFO #2410).

[JFO received 3/18/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Stephen Dale, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: March 18, 2010
Subject: Position Request

Enclosed please find one (1) request that the Joint Fiscal Office has received from the administration. This request would create 1.5 new limited service positions.

JFO #2438 — Request by the Department of Children and Families (DCF) to establish 1.5 limited service Domestic Violence Specialist positions. Funding for this work was approved by JFC (JFO #2410). However, subsequent to JFC review, DCF determined that limited service positions would be necessary to carry out the work associated with JFO #2410. Commissioner Dale has included a memorandum explaining this issue.
[JFO received 3/18/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by April 1 we will assume that you agree that you consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Stephen Dale, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Ann Pugh

From: Nathan Lavery, Fiscal Analyst

Date: March 18, 2010

Subject: JFO #2438

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski

INFORMATION NOTICE

The following item was recently received by the Joint Fiscal Committee:

JFO #2438 — Request by the Department of Children and Families (DCF) to establish 1.5 limited service Domestic Violence Specialist positions.
[*JFO received 3/18/10*]



VERMONT

DEPARTMENT FOR CHILDREN AND FAMILIES

DEPARTMENTAL MEMORANDUM

TO: Rep. Michael Obuchowski, Chair Joint Fiscal Committee

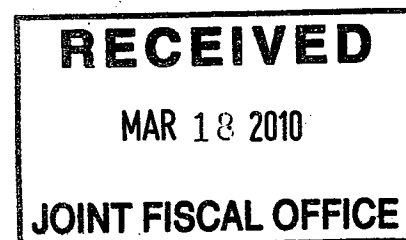
FROM: Steve Dale, Commissioner

DATE: 2/25/10

SUBJECT: JFO-2410-Approval for 1.5 Limited Service Domestic Violence Positions

The Joint Fiscal Committee approved acceptance of this U.S. Department of Justice Grant to the Center for Crime Victim Services at the beginning of the year. Included in this grant was funding for 1.5 limited service Domestic Violence Specialist positions for the DCF, Domestic Violence Unit. DCF was hoping initially to contract with staff to fulfill these functions and spent time researching how best to structure that relationship. Ultimately we recognized that limited service positions were necessary to meet the demands of the role but the AA-1 had already been submitted to JFC and these positions were not included. Please accept our apologies for this error.

DCF is now requesting approval of these limited service positions funded by the Department of Justice grant. Once again, our apologies for the oversight and any inconvenience this has caused the Committee. You have my assurance that this type of error will not happen in the future.



REC'D MAR 18 2010

RECEIVED

FEB 24 2010

State of Vermont
Dept. of Human Resources
Classification & Compensation Division

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: AHS/DCF Date: 1/12/10

Name and Phone (of the person completing this request): Fred Ober 241-1239

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2410

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Department of Justice, Office of Violence Against Women, Vermont Multi-jurisdictional Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Grant.
Total funds to DCF/FS \$ 195,520 for two years.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Domestic Violence Specialist	1.5 FTE	FSD/DVU	October 2009-9/30/2011

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This grant seeks to mitigate the challenges faced by adult and child survivors of domestic violence by re-establishing Domestic Violence Specialists (DVS) in grant designated district offices to provide consultation on co-occurring domestic violence and child maltreatment cases in Family Services offices and through collaboration with local community response systems. The DVS positions are required for acceptance of the grant funds.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] Date: 2/22/10
Signature of Agency or Department Head

[Signature] Date: 3/1/10
Approved/Denied by Department of Human Resources

[Signature] Date: 3/1/10
Approved/Denied by Finance and Management

[Signature] Date: 2/11/10
Approved/Denied by Secretary of Administration

Comments: Approved is contingent upon
F&M approval of grant funding

REC'D MAR 0 9 2010

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received: (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____ New Class Code _____	
Current Pay Grade _____ New Pay Grade _____	
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____ Date _____	Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: _____ Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

The role of the DV Specialist is to provide case consultation, recommendations and expertise on cases where domestic violence and child abuse co-exist, to DCF social workers, Supervisors and central office staff and to provide consultation to community agencies.

Consultation/Direct Service:

Provide case consultation and coordination at a professional level to DCF, Family Services Division district office staff. This includes screening all child abuse and neglect intakes where domestic violence is indicated as an "immediate safety concern" or a "contributing family factor" and following up with local DCF investigators and supervisors when cases are accepted for investigation. Duties include assessment and safety planning to create strategies to reduce risks to all family members impacted by domestic violence and child maltreatment. DV Specialists may also do case follow up on non-accepted intakes when appropriate and safe to outreach to mandatory reporters to assist with safety, resources and batterer accountability. In addition to intake and investigation, the DV Specialist also provides ongoing consultation and assessment for open family and child custody cases where decisions about safety and contact with the battering parent are needed.

The full time specialist is based in one district office and consults with two to three additional districts. The Specialist problem-solves daily and is required to make independent decisions and recommendations around serious and dangerous issues that impact families in the DCF system. The Specialist is expected to develop innovative and effective ways to provide for client's special needs.

Provides or arranges safety planning and other requested services to DCF involved battered women and their children as required. Assist in the facilitation of service acquisition to meet the specific needs of battered women and children and offender accountability.

Provides direct services to battered women and their children, both in office setting as well as the community and in the home. Includes individual advocacy work and may also include group facilitation in conjunction with local domestic violence programs.

Systems Advocacy:

Assist in development of local memorandums of understanding between DCF and Network Against Domestic and Sexual Violence program staff.

ATTACHMENTS
SCOPE OF WORK TO BE PERFORMED
Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Grant
Program (RURAL)

This grant will fund only the project activities as described in the application/budget narrative as approved by the Center for Crime Victim Services and the Office of Justice Programs, Office on Violence Against Women and only those activities eligible for Rural Grant funds.

BUDGET

Dept. for Children and Families (DCF) Domestic Violence Unit (DV Unit)

DV Unit Coordinator \$28.00/hr x 20 hrs/week x 52 weeks x 2 years \$58,240

The Unit Coordinator position is key to bridging the differences in perspective between DCF and the domestic violence coalition and local programs. The Coordinator makes it possible for DCF workers to receive annual training and provides leadership in child protection policy development. Working in collaboration with the Network office Children's Advocacy Coordinator, the Unit Coordinator will support systemic change intended to increase victim safety and offender accountability.

1.5 Domestic Violence Specialists \$22/hr x 40 hrs/week
x 52 wks x 1.5 DV Specialists x 2 yrs \$ 137,280

The Domestic Violence Specialists provide consultation to their colleagues within DCF. This consultant role provides Child Protection Workers with insight and knowledge to improve case plans and individual safety planning for women and children. They will also participate in the broader Coordinated Community Response in all 5 counties of the project.

Total Contract with Department for Children and Families \$195,520





VERMONT

DEPARTMENT FOR CHILDREN AND FAMILIES

DEPARTMENTAL MEMORANDUM

TO: Rep. Michael Obuchowski, Chair Joint Fiscal Committee

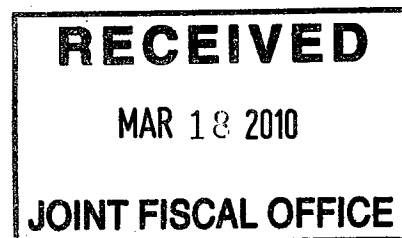
FROM: Steve Dale, Commissioner

DATE: 2/25/10

SUBJECT: JFO-2410-Approval for 1.5 Limited Service Domestic Violence Positions

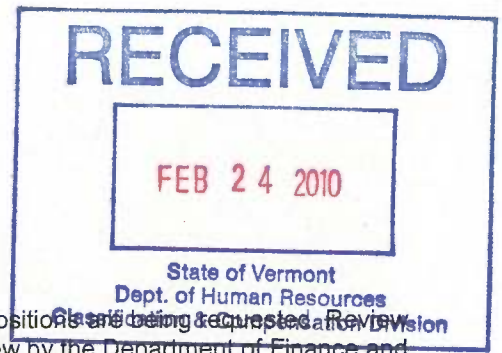
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**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**



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Fa M approval of grant funding



STATE OF VERMONT
DEPARTMENT OF HUMAN RESOURCES
CLASSIFICATION & COMPENSATION DIVISION
FEB 24 2010

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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Current Pay Grade _____	New Pay Grade _____
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Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____	
Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
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Provides direct services to battered women and their children, both in office setting as well as the community and in the home. Includes individual advocacy work and may also include group facilitation in conjunction with local domestic violence programs.

Systems Advocacy:

Assist in development of local memorandums of understanding between DCF and Network Against Domestic and Sexual Violence program staff.

Within all districts, the DV Specialist coordinates with local interagency teams in an effort to effectively meet the needs of families and children in their community. The Specialist takes an active role in these collaborations to create resources for families and children and follow up on recommendations and concerns expressed in these meetings as appropriate. This may require negotiation with domestic violence programs, school staff, mental health agency staff, domestic violence task forces, Department of Corrections, prosecutors, law enforcement, parents and community representatives regarding education, safety and protection goals and how to achieve them.

Represents the Domestic Violence Unit best practice guidelines as set in Department policies and protocols.

Program Administration (Policy and Research)

Gathers monthly statistics for case tracking and program evaluation. Compiles data for monthly reports.

The Domestic Violence Specialist assesses intervention strategies, develops program goals and evaluates unit development and effectiveness.

Development of programs to eliminate gaps in services and provide for specific needs of children and battered women in the community (i.e. specific development for Juvenile Services and Child Protection Services, etc.).

Community Outreach:

Participation on local and statewide community teams and task forces regarding children and domestic violence.

Collaborates with Domestic Violence Program Advocates to assist with community service needs of children and women, who are battered.

Collaborates with Batterers Intervention Programs and Department of Corrections staff to improve services and increase safety to adult and child victims through use of batterer accountability systems and programs.

Education and Training:

Provides specialized training to DCF staff and community service providers on domestic violence and the effects of domestic violence on children. Provides training to other states on the DV Unit model and rural issues of domestic violence and child abuse. Participates at local, regional and national conferences on domestic violence and child abuse issues.

Ongoing professional development including attendance at regional and national conferences and networking sessions with other states involved with Rural Grants or DV Units in child protection agencies, including annual attendance at Praxis technical assistance and training sessions.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those

persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Domestic and sexual violence advocates, mothers who have been battered, children exposed to family violence, attorneys, judges, probation officers and batterers intervention program staff, medical personnel, police officers, occasionally may need to meet with perpetrators of domestic violence and almost anybody else who works in the human services or law enforcement field who may help the families with whom the Domestic Violence Specialist is working.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

There are no licensing requirements for this position, however the people in these positions must be very skilled in advocacy for battered women and children, the social and familial context of domestic violence, extensive knowledge of child protection services policies and practices, understanding and practical use of community resources such as welfare, housing, mental health, parent support and batterer accountability. Understanding and application of confidentiality and information sharing specific to co-occurring domestic violence and child maltreatment cases. Knowledge and understanding of systems for batterer accountability and how to access these systems to increase safety to child and adult victims of domestic violence and child maltreatment. Understanding of the interface between the criminal and family courts/laws as they pertain to domestic violence and child protection, custody and visitation. Ability to safety plan with adult and child victims as well as department staff around safe interventions with families experiencing domestic violence. Skills in case consultation, problem solving, conflict resolution/critical thinking, and consensus building. The Specialist in this position must be able to keep their professional demeanor even when dealing with people who have committed terrible acts against women and children.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position does not supervise, but acts in a professional consultation role that often includes joint decision making with local supervisors on co-occurring domestic violence and child maltreatment cases. Types of shared decisions may include acceptance or non acceptance of child abuse reports, case plan recommendations, and safety strategies. This position requires a high degree of independence, self motivation and ability to prioritize cases. May be requested to provide information on the effectiveness with which other workers incorporate domestic violence issues and planning into their work. Such information may form part of the worker's performance evaluation.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Because each position is located in a district field office while the supervisor is stationed in Waterbury, day to day supervision may include extensive telephone consultation. The incumbent will meet in person with the supervisor on average once every two weeks. Incumbent will receive any inquiries on domestic violence from the districts covered and will be responsible for providing appropriate input and suggestions to assigned caseworkers. The Domestic Violence Unit meets on a weekly basis for peer supervision and staffing of cases in addition to individual supervision.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Domestic violence is frequently a co-occurring risk factor to the child abuse cases with which the Department deals. Sometimes the contributory impact of domestic violence is not obvious and it may be difficult to convince individual caseworkers with over large caseloads to take the time to understand those impacts and to work on developing means of addressing them in case plans and treatment teams. This lack of understanding can sometimes lead to negative consequences for battered women and children as well as a somewhat ~~adversarial~~ ^{advisorial} relationship between the case worker and the domestic violence specialist.

Domestic Violence Specialists frequently hear graphic and disturbing disclosures of domestic and sexual violence as well as child abuse and must advocate for resources to assist victims with accessing safety. There is also the potential that the DV Specialist may be working with a client who is severely abused or even killed by her batterer (in 2004, 50% of the homicides in Vermont were domestic violence related).

Many barriers to accessing resources exist for battered women and children in Vermont, especially in the most rural counties. DV Specialists must be creative and sometimes look to other counties to find the appropriate resources for their clients. This can be a constant source of stress for the Specialist. Some of the resources greatly lacking in Vermont are specialized mental health services for children exposed to domestic violence as well as shelter and transitional housing options for families fleeing domestic violence.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Domestic Violence Specialist must develop strategies that enhance the safety of both battered women and their children while holding batterers accountable through coordination with our community systems. DV Specialists have the unique opportunity to provide direct advocacy for battered women and children as well as systems advocacy to improve the safety and stability of families in Vermont. Thus reducing the number of out of home placements for children exposed to domestic violence.

In addition DV Specialist must use descretion around the use of the DV Unit Flexible Family Support Funds and work with other community service providers to pool resources and maximize the number of families who can benefit from these funds.

DV Specialist must maintain their role while working in a collaborative system and pay close attention to the mandates of the child protection system, while advocating for battered women.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Greatest mental stress on a domestic violence specialist is knowing that they have kept a child and victim parent safe. A bad decision by a domestic violence specialist can result in serious injury or death to a child or adult victim . In the course of eight years, DV Specialists have experienced five cases which resulted in death of a client due to domestic violence.	Ongoing stress
A second stress is around staff safety concerns. Many batterers also make threats to DCF staff. A DV Specialist is often safety planning with co-workers as well as clients around safe ways to work	

with parents who may be dangerous.	

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Domestic Violence Specialists sometimes go to homes, hospitals, prisons and other places where parents reside. In cases of domestic violence, batterers can pose a unique threat to any service provider attempting to assist the adult or child victim. Because of the nature of the work that they are involved in, there is a high chance they can not only be verbally assaulted but physical risk exists as well. Many perpetrators of domestic violence have current or past involvement with the criminal justice system due to violent criminal acts.	

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
On very rare occasions may need to assist a woman and her children with transportation and need to move car seats into vehicles in order to transport families from one place to another.		

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Domestic Violence Specialists spend sometime in the office and much time in the car driving long distances in bad weather.	Travel long distances on a weekly basis.

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous

questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

The job of a Domestic Violence Specialist requires a strong framework and understanding of the context of domestic violence, as well as the ability to advocate on both an individual client level as well as systemic level. It also requires a clear understanding of the complexities involved when assessing safety and risk factors involved in cases with co-occurring domestic violence and child maltreatment. This job requires someone who possesses the ability to work as part of a team while maintaining a clear sense of the limits of confidentiality and how information sharing can have a direct impact on client safety in these cases.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Ability to understand the impacts of domestic violence issues on individual cases, to develop effective methods of addressing those issues, and to convince assigned caseworkers to take the time to incorporate those methods into their ongoing casework as described in Family Services policy. Also, being prepared to assume other social worker duties whenever necessary.


2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

A person in this position must have extensive knowledge of all of the issues surrounding domestic violence and its effect upon children and families including advocacy skills, safety planning, batterer accountability and understanding of family, juvenile and criminal court systems. Also excellent consultation skills and ability to support families while also holding abusers accountable for the behaviors that put family members at risk .

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Domestic Violence Specialist / Pay Grade 23

Supervisor's Signature (required):  Date: 2-22-10

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

N/A

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

N/A

Suggested Title and/or Pay Grade:

Domestic Violence Specialist, PG 23

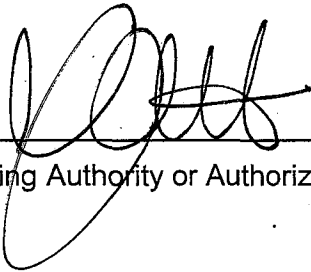
Personnel Administrator's Signature (required): Maria Rushford Date: 2/23/10

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Domestic Violence Specialist - PG 23


Appointing Authority or Authorized Representative Signature (required)

2/22/10
Date

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____
	Mental Demands: _____
	Accountability: _____
	Working Conditions: _____
	Total: _____

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
~~05819 OR 05855~~
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

The role of the DV Specialist is to provide case consultation, recommendations and expertise on cases where domestic violence and child abuse co-exist, to DCF social workers, Supervisors and central office staff and to provide consultation to community agencies.

Consultation/Direct Service:

Provide case consultation and coordination at a professional level to DCF, Family Services Division district office staff. This includes screening all child abuse and neglect intakes where domestic violence is indicated as an "immediate safety concern" or a "contributing family factor" and following up with local DCF investigators and supervisors when cases are accepted for investigation. Duties include assessment and safety planning to create strategies to reduce risks to all family members impacted by domestic violence and child maltreatment. DV Specialists may also do case follow up on non-accepted intakes when appropriate and safe to outreach to mandatory reporters to assist with safety, resources and batterer accountability. In addition to intake and investigation, the DV Specialist also provides ongoing consultation and assessment for open family and child custody cases where decisions about safety and contact with the battering parent are needed.

The Specialist is based in one district office and consults with one additional district. The Specialist problem-solves daily and is required to make independent decisions and recommendations around serious and dangerous issues that impact families in the DCF system. The Specialist is expected to develop innovative and effective ways to provide for client's special needs.

Provides or arranges safety planning and other requested services to DCF involved battered women and their children as required. Assist in the facilitation of service acquisition to meet the specific needs of battered women and children and offender accountability.

Provides direct services to battered women and their children, both in office setting as well as the community and in the home. Includes individual advocacy work and may also include group facilitation in conjunction with local domestic violence programs.

Systems Advocacy:

Assist in development of local memorandums of understanding between DCF and Network Against Domestic and Sexual Violence program staff.

Within their two districts, the DV Specialists coordinate with local interagency teams in an effort to effectively meet the needs of families and children in their community. The Specialist takes an active role in these collaborations to create resources for families and children and follow up on recommendations and concerns expressed in these meetings as appropriate. This may require negotiation with domestic violence programs, school staff, mental health agency staff, domestic violence task forces, Department of Corrections, prosecutors, law enforcement, parents and community representatives regarding education, safety and protection goals and how to achieve them.

Represents the Domestic Violence Unit best practice guidelines as set in Department policies and protocols.

Program Administration (Policy and Research)

Gathers monthly statistics for case tracking and program evaluation. Compiles data for monthly reports.

The Domestic Violence Specialist assesses intervention strategies, develops program goals and evaluates unit development and effectiveness.

Development of programs to eliminate gaps in services and provide for specific needs of children and battered women in the community (i.e. specific development for Juvenile Services and Child Protection Services, etc.).

Community Outreach:

Participation on local and statewide community teams and task forces regarding children and domestic violence.

Collaborates with Domestic Violence Program Advocates to assist with community service needs of children and women, who are battered.

Collaborates with Batterers Intervention Programs and Department of Corrections staff to improve services and increase safety to adult and child victims through use of batterer accountability systems and programs.

Education and Training:

Provides specialized training to DCF staff and community service providers on domestic violence and the effects of domestic violence on children. Provides training to other states on the DV Unit model and rural issues of domestic violence and child abuse. Participates at local, regional and national conferences on domestic violence and child abuse issues.

Ongoing professional development including attendance at regional and national conferences and networking sessions with other states involved with Rural Grants or DV Units in child protection agencies, including annual attendance at Praxis technical assistance and training sessions.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Domestic and sexual violence advocates, mothers who have been battered, children exposed to family violence, attorneys, judges, probation officers and batterers intervention program staff, medical personnel, police officers, occasionally may need to meet with perpetrators of domestic violence and almost anybody else who works in the human services or law enforcement field who may help the families with whom the Domestic Violence Specialist is working.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

There are no licensing requirements for this position, however the people in these positions must be very skilled in advocacy for battered women and children, the social and familial context of domestic violence, extensive knowledge of child protection services policies and practices, understanding and practical use of community resources such as welfare, housing, mental health, parent support and batterer accountability. Understanding and application of confidentiality and information sharing specific to co-occurring domestic violence and child maltreatment cases. Knowledge and understanding of systems for batterer accountability and how to access these systems to increase safety to child and adult victims of domestic violence and child maltreatment. Understanding of the interface between the criminal and family courts/laws as they pertain to domestic violence and child protection, custody and visitation. Ability to safety plan with adult and child victims as well as department staff around safe interventions with families experiencing domestic violence. Skills in case consultation, problem solving, conflict resolution/critical thinking, and consensus building. The Specialist must be able to maintain a professional demeanor even when dealing with people who have committed terrible acts against women and children.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

This position does not supervise, but acts in a professional consultation role that often includes joint decision making with local supervisors on co-occurring domestic violence and child maltreatment cases. Types of shared decisions may include acceptance or non acceptance of child abuse reports, case plan recommendations, and safety strategies. This position requires a high degree of independence, self motivation and ability to prioritize cases. May be requested to provide information on the effectiveness with which other

workers incorporate domestic violence issues and planning into their work. Such information may form part of the worker's performance evaluation.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Because each position is located in a district field office while the supervisor is stationed in Waterbury, day to day supervision may include extensive telephone consultation. The incumbent will meet in person with the supervisor on average once every two weeks. Incumbent will receive any inquiries on domestic violence from the districts covered and will be responsible for providing appropriate input and suggestions to assigned caseworkers. The Domestic Violence Unit meets on a weekly basis for peer supervision and staffing of cases in addition to individual supervision.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Domestic violence is frequently a co-occurring risk factor to the child abuse cases with which the Department deals. Sometimes the contributory impact of domestic violence is not obvious and it may be difficult to convince individual caseworkers with over large caseloads to take the time to understand those impacts and to work on developing means of addressing them in case plans and treatment teams. This lack of understanding can sometimes lead to negative consequences for battered women and children as well as a somewhat adversarial relationship between the case worker and the domestic violence specialist.

Domestic Violence Specialists frequently hear graphic and disturbing disclosures of domestic and sexual violence as well as child abuse and must advocate for resources to assist victims with accessing safety. There is also the potential that the DV Specialist may be working with a client who is severely abused or even killed by her batterer (in 2004, 50% of the homicides in Vermont were domestic violence related).

Many barriers to accessing resources exist for battered women and children in Vermont, especially in the most rural counties. DV Specialists must be creative and sometimes look to other counties to find the appropriate resources for their clients. This can be a constant source of stress for the Specialist. Some of the resources greatly lacking in Vermont are specialized mental health services for children exposed to domestic violence as well as shelter and transitional housing options for families fleeing domestic violence.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

Domestic Violence Specialist must develop strategies that enhance the safety of both battered women and their children while holding batterers accountable through coordination with our community systems. DV Specialists have the unique opportunity to provide direct advocacy for battered women and children as well as systems advocacy to improve the safety and stability of families in Vermont. Thus reducing the number of out of home placements for children exposed to domestic violence.

DV Specialist must maintain their role while working in a collaborative system and pay close attention to the mandates of the child protection system, while advocating for battered women.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Greatest mental stress on a domestic violence specialist is knowing that they have kept a child and victim parent safe. A bad decision by a domestic violence specialist can result in serious injury or death to a child or adult victim. DV Specialists have experienced cases in which a client died as a result of domestic violence.	Ongoing stress
A second stress is around staff safety concerns. Many batterers also make threats to DCF staff. A DV Specialist is often safety planning with co-workers as well as clients around safe ways to work	

with parents who may be dangerous.	

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Domestic Violence Specialists sometimes go to homes, hospitals, prisons and other places where parents reside. In cases of domestic violence, batterers can pose a unique threat to any service provider attempting to assist the adult or child victim. Because of the nature of the work that they are involved in, there is a high chance they can not only be verbally assaulted but physical risk exists as well. Many perpetrators of domestic violence have current or past involvement with the criminal justice system due to violent criminal acts.	

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
On very rare occasions may need to assist a woman and her children with transportation and need to move car seats into vehicles in order to transport families from one place to another.		

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Domestic Violence Specialists spend sometime in the office and much time in the car driving long distances in bad weather.	Travel between two distict offices on a weekly basis.

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous

questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

The job of a Domestic Violence Specialist requires a strong framework and understanding of the context of domestic violence, as well as the ability to advocate on both an individual client level as well as systemic level. It also requires a clear understanding of the complexities involved when assessing safety and risk factors involved in cases with co-occurring domestic violence and child maltreatment. This job requires someone who possesses the ability to work as part of a team while maintaining a clear sense of the limits of confidentiality and how information sharing can have a direct impact on client safety in these cases.

Employee's Signature (required): N/A Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Ability to understand the impacts of domestic violence issues on individual cases, to develop effective methods of addressing those issues, and to convince assigned caseworkers to take the time to incorporate those methods into their ongoing casework as described in Family Services policy. Also, being prepared to assume other social worker duties whenever necessary.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

A person in this position must have extensive knowledge of all of the issues surrounding domestic violence and its effect upon children and families including advocacy skills, safety planning, batterer accountability and understanding of family, juvenile and criminal court systems. Also excellent consultation skills and ability to support families while also holding abusers accountable for the behaviors that put family members at risk.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Domestic Violence Specialist / Pay Grade 23

Supervisor's Signature (required):  Date: 2-22-10

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

N/A

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

No

Suggested Title and/or Pay Grade:

Domestic Violence Specialist, PG 23

Personnel Administrator's Signature (required): Mari Rudford Date: 2/23/10

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

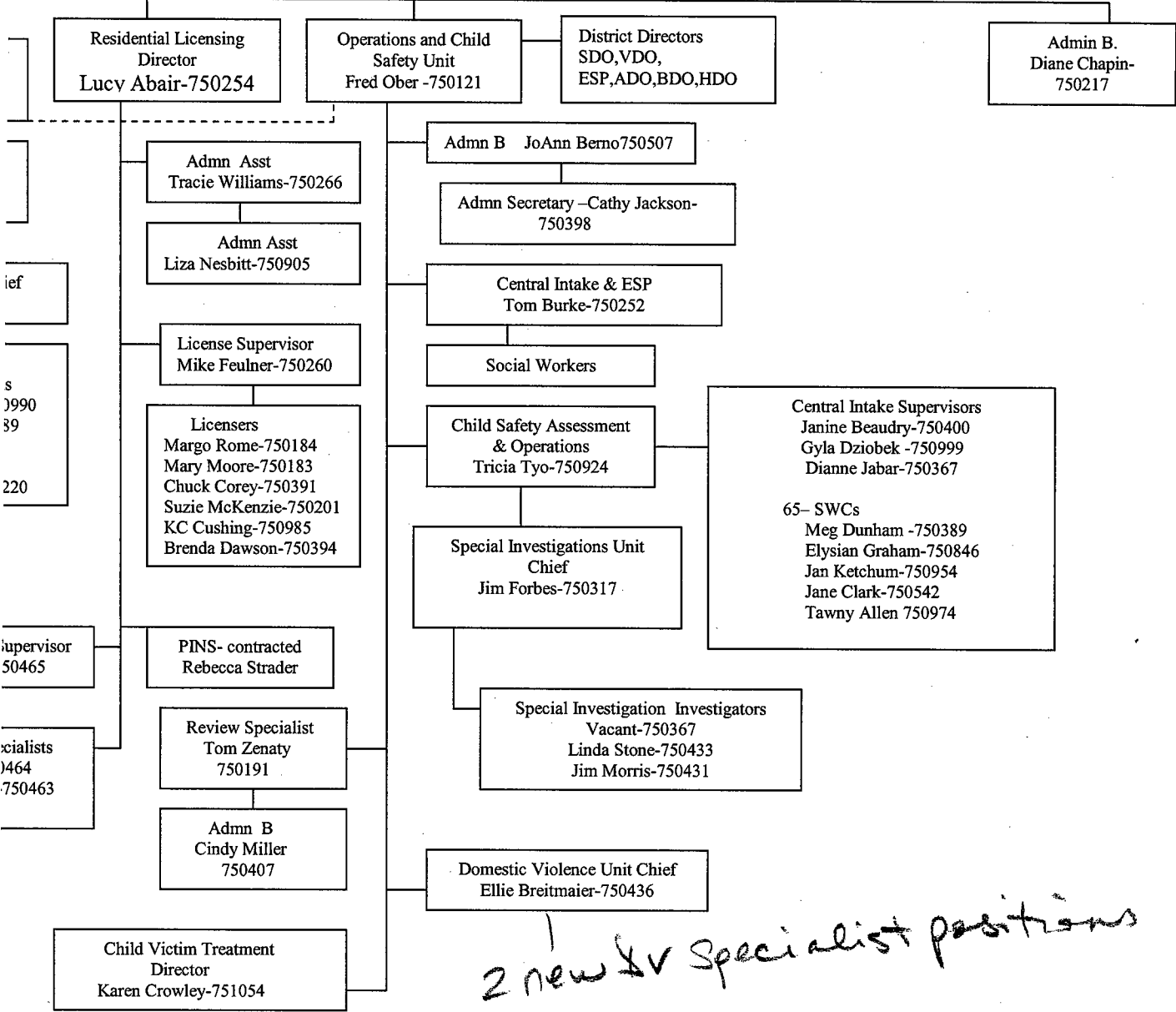
Suggested Title and/or Pay Grade:

Domestic Violence Specialist - PG 23

[Signature]
Appointing Authority or Authorized Representative Signature (required)

2/22/10
Date

**Family Services
Walcott
7031**



2 new DV Specialist positions

Department of Human Resources

Agency of Administration

Job Specifications

you are at: [Home](#) [HR Services](#) [Job Classification](#) [Job Specifications](#)

DOMESTIC VIOLENCE SPECIALIST

Job Code: 021700

Pay Plan: Classified

Pay Grade: 23

Occupational Category: Human Services

Effective Date: 03/02/2008

Class Definition:

Consultation, planning, and outreach work for the Department for Children & Families involving assisting district office staff in handling cases where domestic violence is a concern. Duties include reviewing intakes, assessing safety planning, and arranging services to battered women and their children. Work is performed under the direction of the Domestic Violence Unit Chief.

All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

Examples of Work:

Provides consultation to district office staff regarding the incorporation of domestic violence concerns into casework. Screens all child abuse and neglect intakes involving domestic violence concerns. Provides ongoing consultation and assessment for open family and child custody cases where decisions about safety and contact with a battering parent are needed. Provides or arranges safety planning and other requested services to DCF involved battered women and their children. Coordinates with local interagency teams in the development of systems and resources to expand services to battered women and their children. Gathers monthly statistics for case tracking and program evaluation. Participates in local teams and task forces regarding children and domestic violence. Provides specialized training to DCF staff and to community providers on the effects of domestic violence on children. Performs related duties as required.

Environmental Factors:

Duties are performed primarily in a standard office setting, but require significant travel to client homes and other offices, for which private means of transportation must be available. Significant stress may be encountered when dealing with the results of domestic violence and with its victims and perpetrators. Some work outside of normal office hours may be required.

Minimum Qualifications

Knowledge, Skills and Abilities:

Considerable knowledge of domestic violence issues, patterns, and causes, including batterer accountability.

Considerable knowledge of social services casework principles and practices.

Working knowledge of the criminal justice and family court systems and of laws relevant to the protection of victims of domestic violence.

Ability to develop collaborative relationships with social work staff and with community organizations.

Ability to advocate effectively for the victims of domestic violence.

Ability to communicate effectively, both orally and in writing.

Ability to perform job duties within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation.

Education and Experience:

Education: Bachelor's degree

Experience: One year providing direct service to victims of domestic violence or in a domestic violence advocacy program and one year working with at risk children/youth.

Special Requirements:

Candidates must pass any level of background investigation applicable to the position. AHS Policy 4.02, Hiring Standards, pursuant to 20 V.S.A. 2056c or other applicable statutory authority, requires criminal record checks for all AHS positions, including motor vehicle driving record checks and national record checks where appropriate.

**Vermont Center
for Crime Victim Services**

Prog 40610
**Victims Compensation Program
Vermont Victim Assistance Academy**

copy to:
Eirley W.
Dane C. ✓

file for state....

Is this cleared
for Steve to sign off
on?

December 28, 2009

Steven Dale, Commissioner
VT Department for Children and Families
103 South Main Street
Waterbury, VT 05671-2401

Dear Steve:

The Vermont Center for Crime Victim Services is pleased to award **\$195,520** to the **Vermont Department for Children and Families** from the **FFY 2009 Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Grant (Rural)**. The grant funds must be expended during the period of October 1, 2009 through September 30, 2011.

97,760/yr

This grant will fund only the project as outlined in the application, and only those activities that are eligible for Rural Grant funds. The approved budget that pertains to the DCF portion of the project is included in the enclosed Attachments. Any changes to the enclosed budget must be approved by the Financial Manager at the Vermont Center for Crime Victim Services after receipt of a written request from DCF.

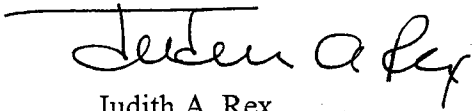
Unless a special request is approved, payments will be made upon receipt of a quarterly request for reimbursement for the funds expended during the previous quarter. Quarterly financial reports are due by the 15th day following the end of each quarter (July 15, October 15, January 15 and April 15); and program reports required by the Office on Violence Against Women must be submitted by July 15 and January 15.

DCF will have up to ninety (90) days after the termination of this grant to pay unpaid obligations incurred and reported during the grant period. After all obligations are paid DCF will need to submit a final financial report that accounts for all expenditures of the grant. Please also see the Attachments to this award for other state and federal grant requirements.

Please sign the enclosed Standard Grant Agreement and the Anti-Discrimination Assurance and Procedure and return the originals to the Vermont Center for Crime Victim Services. (We cannot release funds until we have received both forms.) If you have any questions feel free to contact Sarah Page, Financial Manager at 241-1250 x107.

I look forward to continuing this important partnership.

Sincerely,

A handwritten signature in cursive script, appearing to read "Judith A. Rex".

Judith A. Rex
Executive Director

Attachments

**STATE OF VERMONT
VERMONT CENTER FOR CRIME VICTIM SERVICES
STANDARD GRANT AGREEMENT**

Subrecipient Agency Name: Department for Children and Families

Award Amount: \$195,520

Program Name: Domestic Violence Unit

Award Type: Grant

Federal Grant Number: 2009-WR-AX-0005

Grant Start Date: October 1, 2009

Grant End Date: September 30, 2011

Grant Agreement: 02160-09RUR3016

Subrecipients Fiscal Year: July 1-June 30

Subrecipients Federal Tax ID Number:

Contact Information: Department for Children and Families

Name: Steven Dale, Commissioner

Address: 103 South Main Street, Waterbury, VT 05671-2401

Project Director: Ellie Breitmaier

Email: Ellie.Breitmaier@ahs.state.vt.us

Telephone: (802) 241-1206

Fiscal Officer:

Email:

Telephone:

Federal Grant Name: Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program

Federal Agency: Department of Justice

Bureau/Office: Office on Violence Against Women

CFDA Number: 16.589

Purpose of Grant: To provide support, consultation and direct services to battered women and their children who come into contact with DCF.

Financial Requirements: Quarterly grant reports

Match Requirements: None

Reporting Requirements: Semi annual progress reports

Attachments: See Payment Provisions and Customary Grant Provisions

Cancellation: This grant agreement may be suspended or cancelled by either party by giving written notice at least 60 days in advance.

Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

STATE OF VERMONT

By: Judy Rex

Judy Rex, Executive Director
Vermont Center for Crime Victim Services

SUBRECIPIENT

By: _____

Name: _____
(Print)

ATTACHMENTS
SCOPE OF WORK TO BE PERFORMED
Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Grant
Program (RURAL)

This grant will fund only the project activities as described in the application/budget narrative as approved by the Center for Crime Victim Services and the Office of Justice Programs, Office on Violence Against Women and only those activities eligible for Rural Grant funds.

BUDGET

Dept. for Children and Families (DCF) Domestic Violence Unit (DV Unit)

DV Unit Coordinator \$28.00/hr x 20 hrs/week x 52 weeks x 2 years \$58,240

The Unit Coordinator position is key to bridging the differences in perspective between DCF and the domestic violence coalition and local programs. The Coordinator makes it possible for DCF workers to receive annual training and provides leadership in child protection policy development. Working in collaboration with the Network office Children's Advocacy Coordinator, the Unit Coordinator will support systemic change intended to increase victim safety and offender accountability.

1.5 Domestic Violence Specialists \$22/hr x 40 hrs/week
x 52 wks x 1.5 DV Specialists x 2 yrs \$ 137,280

The Domestic Violence Specialists provide consultation to their colleagues within DCF. This consultant role provides Child Protection Workers with insight and knowledge to improve case plans and individual safety planning for women and children. They will also participate in the broader Coordinated Community Response in all 5 counties of the project.

Total Contract with Department for Children and Families \$195,520

PAYMENT PROVISIONS

1. The State agrees to compensate the Subrecipient for services performed up to the maximum award amount, provided that such services are within the scope of the grant and are authorized as provided for under the terms and conditions of this grant.
2. Quarterly Financial Reports are due no later than the fifteenth of the month following the quarter being reported (January 15th, April 15th, July 15th, October 15th). A final closeout report that accounts for all expenditures of the grant must be submitted after all obligations have been paid, but no later than 105 days after the end date of the grant period.
3. Completed copies of the forms provided should be submitted to the Financial Manager, Vermont Center for Crime Victim Services, 58 South Main Street, Suite One, Waterbury, VT 05676.
4. All payment requests must be signed by the appropriate individual with authority to authorize expenditures and request reimbursements.
5. Reimbursements may be withheld pending receipt of all required progress and statistical reports.
6. Supporting documentation (records, books, papers, etc.) for all grant (and Match, if applicable) expenditures must be maintained by the Subrecipient and be made available for inspection by authorized Representatives of State and Federal Government at reasonable times during the period of the grant and for three years thereafter.
7. Funds awarded under this grant agreement cannot be used to match other contributions or Federal program monies.
8. All income generated as a direct result of this project shall be deemed program income. It must be accounted for and must be used for the purposes and under the conditions applicable to the use of the grant funds, in accordance with regulations for program income under the Common Rule "Uniform Administrative Requirements for Grant and Cooperative Agreements." Program income must be reported by Subrecipients to the Center for Crime Victim Services on Quarterly Financial Reports.

CUSTOMARY GRANT PROVISIONS

1. **Applicable Law:** This Grant Agreement will be governed by the laws of the State of Vermont. The Subrecipient must also comply with all the federal requirements pertaining to the expenditure of federal funds.

2. **Appropriations:** If this Grant Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Grant, the State may suspend or cancel this Grant at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority.

3. **Availability of Federal Funds:** This Grant is funded in whole or in part by federal funds. In the event the federal funds supporting this grant become unavailable or are reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

4. **No Employee Benefits For Subrecipient:** The Subrecipient understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation and sick leave, workers' compensation or other benefits or services available to State employees, nor will the State withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Grant Agreement. The Subrecipient understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including, but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Subrecipient, and information as to grant income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

5. **Independence, Liability:** The Subrecipient will act in an independent capacity and not as officers or employees of the State.

The Subrecipient shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the subrecipient, or any agent of the Subrecipient, in the performance of this Grant. The State shall notify the Subrecipient in the event of any such claim or suit, and the Subrecipient shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Subrecipient may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Subrecipient shall be entitled to recoup costs only upon showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Subrecipient.

The Subrecipient shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Subrecipient.

6. **Insurance:** Before commencing work on this Grant the Subrecipient must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Subrecipient to maintain current certificates of insurance on file with the State through the term of the Grant.

The following insurance is required for subrecipients:

- Workers' Compensation: With respect to all operations performed, the Subrecipient shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.
- General Liability and Property Damage: With respect to all operations performed under the grant, the Subrecipient shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations
 Products and completed Operations
 Personal Injury Liability
 Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence
 \$1,000,000 General Aggregate
 \$1,000,000 Products / completed products aggregate
 \$ 50,000 Fire Legal Liability

- Automotive Liability: The Subrecipient shall carry automotive liability insurance covering all owned, non-owned and hired vehicles, used in connection with the Grant. Limits of coverage shall not be less than:
 \$1,000,000 Combined single limit

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Subrecipient for the Subrecipient's operations. These are solely minimums that have been set to protect the interests of the State.

7. Reliance By the State on Representations: All payments by the State under this Grant Agreement will be made in reliance upon the accuracy of all prior representations by the Subrecipient, including but not limited to bills, invoices, progress reports and other proofs of work.

8. Records Available for Audit: The Subrecipient will maintain all books, documents, payroll papers, accounting records, and other evidence pertaining to costs incurred under this Grant Agreement and make them available at reasonable times during the period of the Grant and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Grant Agreement.

If the subrecipient expends \$500,000 or more in federal assistance during its fiscal year, it is required to have a single audit conducted in accordance with the Single Audit Act, except when

it elects to have a program specific audit.

- a. The subrecipient may elect to have a program specific audit if it expends funds under only one federal program and the federal program's laws, regulating or grant agreements do not require a financial statement audit of the entity.
- b. A subrecipient is exempt if the entity expends less than \$500,000 in total federal assistance in one year.
- c. **In addition to the federal audit requirements: the Center requires all subgrantees, with an annual program budget of \$50,000 or more, to have an audit at least once every three years. In addition, an annual review is required for the intervening years.**

9. **Set Off:** The State may set off any sums which the Subrecipient owes the State against any sums due the Subrecipient under this Grant Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

10. Taxes Due To The State:

- a. Subrecipient understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b. Subrecipient certifies under the pains and penalties of perjury that, as of the date the Grant Agreement is signed, the Subrecipient is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Subrecipient understands that any payment under this Grant Agreement may be withheld if the Commissioner of Taxes determines that the Subrecipient is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Subrecipient also understands the State may off-set taxes (and related penalties, interest, and fees) due to the State of Vermont, but only if the Subrecipient has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Subrecipient has no further legal recourse to contest the amounts due.

11. **Child Support:** (Applicable if the Subrecipient is a natural person, not a corporation or partnership.) Subrecipient states that, as of the date the Grant Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation;
or

- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Subrecipient makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Subrecipient is a resident of Vermont, Subrecipient makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

12. **Subgranting:** Subrecipient shall not assign or subgrant the performance of this Grant or any portion thereof to any other Subgrantee without the prior written approval of the State. Subrecipient also agrees to include in all subgrant agreements the conditions included in this agreement.

13. **No Gifts or Gratuities:** Subrecipient shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Grant Agreement.

14. **Suspension and Debarment:** Non-federal entities are prohibited by Federal Executive Orders 12549 and 12689 from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement contracts for goods or services equal to or in excess of \$100,000 and non-procurement transactions (grants to subrecipients).

Subrecipient certifies under pains and penalties of perjury that, as of the date that this **Grant Agreement** is signed, neither Subrecipient nor Subrecipient principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs or programs supported in whole or in part by federal funds.

**ANTI-DISCRIMINATION ASSURANCE
AND
PROCEDURE**

Introduction

No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance, pursuant to the following statutes and regulations:

Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. § 3789d, and Department of Justice Nondiscrimination Regulations, as amended, 28 C.F.R. Part 42, Subparts C, D, E, and G. These laws prohibit recipients receiving federal funding from discriminating on the basis of race, color, religion, national origin, or sex in any program or activity receiving federal financial assistance.

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, et seq. This Act prohibits discrimination on the basis of race, color or national origin in any program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794. This Act prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

Subtitle A, Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 et seq. and Department of Justice Regulations on Disability Discrimination, 28 C.F.R. Part 35 and 39. These laws prohibit discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. This applies to all state and local governments, their departments and agencies, and any other instrumentalities or special purpose districts of state or local governments.

Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 – 1683. This law prohibits the exclusion from, participation in, the denial of the benefits of, or the discrimination of an individual on the basis of their sex in any education program or activity that receives federal financial assistance.

The Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102. This Act prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Assurance

As a condition of its receipt of Violence Against Women Act funds from the Vermont Center for Crime Victim Services, the undersigned subrecipient hereby acclaims and assures the Center that it will not discriminate against any individual or group on the basis of the foregoing federal anti-discrimination laws. Furthermore, it hereby acclaims and assures the Center that it will also abide by the State of Vermont's anti-discrimination and harassment laws, namely Title 21 V.S.A. Chapter 5, Supchapter 6, relating to fair employment practices, to the full extent applicable, that it will not discriminate in employment on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, place of birth, or age or against a qualified individual with a disability; *and* Title 9 V.S.A. Chapter 139, relating to the legal standards, duties and requirements with respect to persons with disabilities in places of public accommodation.

Procedures

In the event that a subrecipient receives a complaint from a person who believes that she or he has been the target of discrimination, either in her or his employment with the subrecipient, or as a recipient of the services, activities, programs and/or benefits offered by the subrecipient, then subrecipient shall inform the complainant that she or he may file a complaint with the following governmental agencies:

Discrimination in employment:¹

1. Equal Employment Opportunity Commission: 1 Congress Street, Boston, Massachusetts 02114, tel: (617) 565-3200 (voice); (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.
2. Vermont Attorney General's Office, Civil Right Division: 109 State Street, Montpelier, Vermont 05602, tel: (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.

Discrimination in services, activities, programs and/or benefits:

1. Vermont Center for Crime Victim Services, 58 South Main Street, Suite One, Waterbury, Vermont 05676-1599, tel: (802) 241-1250; (800) 750-1213 (VT only); (800) 845-4874 (TTY VT only). Complaints should be filed within one year of the adverse action.

¹ In accordance with Vermont law, all employers have an obligation to ensure a workplace is free of sexual harassment. See 21 V.S.A. § 495h. This means, among other things, that the employer must adopt a sexual harassment policy and post it in a prominent and accessible location in the workplace. If the employer has more than five (5) employees, its harassment policy must include a description of the process for filing internal complaints about sexual harassment and the names, addresses and telephone numbers of the person or persons to whom complaints should be made. Employers are then required to promptly investigate such complaints.

2. United States Department of Justice, Office for Civil Rights, Office of Justice Programs: 810 7th Street, N.W., 8th Floor, Washington, D.C. 20531, tel: (202) 307-0690; (202)616-9865 (TDD/TTY). Complaints should be filed within one year of the adverse action.
3. State of Vermont Human Rights Commission: 135 State Street, Drawer 33, Montpelier, Vermont, tel: (800) 416-2010 (voice/TDD). Complaints should be filed within one year of the adverse action.

Subrecipient is required to send all adverse findings of discrimination within the last three years to the Vermont Center for Crime Victim Services, 58 South Main Street, Suite One, Waterbury, Vermont 05676-1599, which in turn must send the findings to the United States Department of Justice, Office of Civil Rights, Office of Justice Programs. Failure to report all adverse findings of discrimination to the Office of Civil Rights could result in the suspension or termination of funding.

The goal of the Office of Civil Rights, both in conducting compliance reviews and in process complaints, is to reach voluntary compliance with recipient agencies so that funding may commence or continue.

The Vermont Center for Crime Victim Services will conduct periodic compliance reviews with this reporting provision. Subrecipient's failure to report all adverse findings of discrimination to the Center as provided for herein may result in the suspension or termination of its funding.

Subgrantee's Assurance and Acceptance:

Dated at _____, Vermont this _____ day of _____, 200__.

[Subrecipient]

Its Duly Authorized Agent

Print Name

Title

FINANCIAL REPORT AND REQUEST FOR GRANT FUNDS

Name and Address of Subgrantee: Department for Children and Families
 Telephone:
 Source of Funds: Rural 2009 WR-AX-0005 Grant No.: 02160-09RUR1016
 Period Covered: Is this a final report? Yes No

SECTION I AWARD	Grant Funds	Match	Total
Approved Budget	\$195,520.00		
SECTION II RECEIPTS			
1. GRANT FUNDS RECEIVED			
Prior to this Quarter			
2. FUNDS RECEIVED			
During this Quarter			
3. TOTAL RECEIVED TO DATE (1 + 2 = 3)			
SECTION III EXPENDITURE			
1. GRANT FUNDS EXPENDED			
Prior to this Quarter			
2. FUNDS EXPENDED			
During this Quarter			
3. TOTAL EXPENDITURES TO DATE (1 + 2 = 3)			
SECTION IV BALANCE			
1. TOTAL RECEIPTS (Section II, line 3)			
2. LESS TOTAL EXPENDED (Section III, line 3)			
3. TOTAL ON HAND			
SECTION V REQUEST FOR FUNDS			

NOTE: REQUEST FOR PAYMENT WILL NOT BE HONORED IF ANY FISCAL OR PROGRAM REPORTS ARE DELINQUENT.

SECTION VI: GRANT FUND EXPENDITURES FOR DURATION OF THE PROJECT

Category	Budgeted Grant Amount	Prior Grant Expenditures	Current Grant Expenditures		Unpaid Grant Obligations	Project Status
	(a)	(b)	(c)		(d)	a - (b+c+d)
Personnel Salaries & Benefits	\$ 195,520.00					
Consultants						
Travel						
Office Expenses						
Facilities Rental						
Equipment						
Other						
Indirect						
Total	\$ 195,520.00			*		

* The total here should agree with the grant fund total for line 2 of Section III. Also, the amounts shown above should agree with your journal and/or ledger maintained for this program. Your Signature certifies that the above report is accurate, and that all supporting information is contained in your records as required.

Signature: _____

Title: _____

Date: _____