



## Job Description | LAP Project Manager

**Position Title:** LAP Project Manager, Certification & Retraining

**Project Title:** Lethality Assessment Program (LAP)

**Supervisor:** LAP Project Director

**FLSA Status:** Non-Exempt

**Employment Status:** Full-time

**Salary:** \$45,000 - \$48,000

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The LAP Manager for the Lethality Assessment Program (LAP), Certification and Retraining, will assume overall responsibility for the management of a LAP project focused on re-training and certification of LAP sites, including overseeing the evaluation process, managing the certification program, and co-managing all materials development.

### **About Our Organization:**

The Maryland Network Against Domestic Violence (MNADV) is the federally-designated statewide domestic violence coalition that brings together victim service providers, allied professionals, and concerned individuals in Maryland for the common purpose of reducing intimate partner and family violence and its harmful effects on our citizens. The Network accomplishes this goal by providing education, training, resources, and advocacy to advance victim safety and abuser accountability.

The MNADV created the nationally recognized, evidence-based Lethality Assessment Program - Maryland Model (LAP) in 2005 to reduce domestic violence fatalities and provide increased safety to victims who are at the greatest risk for lethality or serious injury. With training provided by the MNADV, the LAP is now being implemented in jurisdictions in 37 states across the country, partnering teams of law enforcement agencies and domestic violence programs. The MNADV is a national technical assistance provider and participates in a federally-funded Homicide Prevention Demonstration Initiative (HPDI) with jurisdictions in four states implementing the LAP.

### **About the Project:**

MNADV, in partnership with the Jeanne Geiger Crisis Center (JGCC) of Massachusetts, Casa de Esperanza, the Asian-Pacific Institute on Gender-based Violence, and Howard University, serves as the technical assistance provider for the Domestic Violence Homicide Prevention Demonstration Initiative (DVHP Initiative) award from the Department of Justice's Office on Violence Against Women (OVW). This award, the first of its kind, replicates LAP and JGCC's Domestic Violence High Risk Team (DVHRT) model in communities throughout the country. The DVHP Initiative seeks to identify the key components of homicide reduction strategies and determine how to adapt as well as reproduce those strategies nationwide. Both models are leading promising practices in homicide prevention and are based on the foundational research of Dr. Jacquelyn Campbell's Danger Assessment.

This goals of the expansion of this project are:

- To develop certification standards for LAP certification of the DVHP sites through identification of best implementation practices in communities across the country.
- To reevaluate DVHP sites to gauge LAP compliance.
- To prepare selected DVHP sites for LAP certification.

### **Project-based Duties and Responsibilities:**

- Survey current LAP implementers and determine the needs of jurisdictions in designated areas.
- Organize site visits to high-performing LAP jurisdictions across the country to identify best practices and inform certification standards.
- Collaborate with the Certification Consultant to create a certification plan for selected sites.
- Assist in the development of re-training and certification materials.
- Work with the Communications Manager and LAP team to create new re-training tools/materials and update LAP communication materials (including the LAP website).
- Coordinate with staff, national partners, consultants, selected sites, and OVW.
- Participate and provide project-related updates in teleconferences/meetings with the LAP Director and OVW.
- Develop and assist in the evaluation of national LAP certification process.
- Assist with grant reporting.
- Participate in the LAP Advisory Council and lead sub-committees, and assist with visioning for overall LAP strategies, goals, and objectives.

### **Agency-based Duties and Responsibilities:**

- Attend and provide project-related updates in staff meetings.
- Provide support for agency-wide events, such as MNADV's Annual Memorial Service, Annual Meeting, and statewide conferences.
- Represent MNADV at meetings, committees, and events related to the project.
- Coordinate with staff, board members, and partners on project-related and agency-wide activities.
- Participate in staff meetings, weekly team meetings, and ad hoc meetings.
- Other duties as assigned to contribute to the betterment of the project and organization.

### **Required Experience, Skills, and Styles:**

- Organizational and program management skills.
- General computer skills.
- Strong verbal and written communication and interpersonal skills. Must be able to work with diverse communities and diverse professions.
- Be responsible, reliable, professional, and punctual.

- Frequent overnight national travel required (approximately 8 out-of-state, overnight trips per year). Must also be able to travel to meetings, trainings, and events in DC/Maryland area.
- Reliable transportation and valid drivers' license.
- A bachelor's degree required or commensurate professional experience.
- Expertise or demonstrated commitment to working in the fields of domestic violence, sexual assault, stalking, and/or violence against women.

### **Preferred Experience, Skills, and Styles:**

- Master's degree.
- Working knowledge of the Lethality Assessment Program-Maryland Model (LAP).
- Experience with providing training and technical assistance.
- Experience in coordinating and facilitating meetings.

### **How We Value You:**

- Position is on-site, 40 hours per week.
- Overtime eligible, with pre-approval.
- MNADV-paid health care available for the employee.
- Employee-paid vision and dental insurance available.
- 11 paid holidays per year.
- 20 days of paid leave is accrued per year (sick and vacation).
- Eligible for one remote day per week.
- Reimbursement for national and statewide travel.

Note: The job announcement is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time based on the needs of the program, agency, or staff person. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

### **How to Apply:**

Applicants must **submit a letter of interest and resume** to [jwatson@mnadv.org](mailto:jwatson@mnadv.org) no later than Friday, June 1. Only applicants who have been selected for an interview will be notified.

*People of color, LGBTQIA+ persons, survivors of interpersonal violence, and women are strongly encouraged to apply. MNADV is committed to providing an inclusive, welcoming and safe environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients where employees respect one another and share a commitment to our organization's mission, values, and strategies. We are an Equal Opportunity Employer. MNADV does not and shall not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment,*

*compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.*