

Forensic Center Coordinator Job Description Highlights

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| Interfaces with any and all of the following as needed: the State of California agency on aging, Law enforcement agencies (local police, sheriff's office, district attorney, the court system), Medical Examiner/ Coroner's office, hospitals and medical clinics, State of California long-term care ombudsman's office, Public health agencies, Mental health agencies, facility licensing/certification agencies and other related organizations. |
| Oversee the individual components of the Elder Abuse Forensic Center including programs, research education and policy. |
| E AFC Case meetings (prep, notes, minutes, schedule, agenda) |
| Maintain a comprehensive data set on outreach activities. |
| Vulnerable Adult Specialist Team (VAST) – coordinate in-home visits for medical and cognitive assessments, maintain files and manage paperwork |
| Follow-up on completed reports following In-home visits |
| Distribute information to team members re: In-Home visits |
| Forensic Center Annual retreat – planning |
| Develop a best practices repository. Coordinate input from the Directors and collaborators. |
| Work with the Center Director and Co-Director to construct technical assistance protocols. |
| Link technical assistance requestors with the appropriate expert advisor(s): UCI Program in Geriatrics faculty, professional collaborators, or other grantees |
| Follow up with clients to evaluate the technical support process and its outcomes |
| Distribute, track, and compile results of technical support questionnaires. |
| Post information about technical support functions and contact information on the Center's web site. |
| Communicate with speakers, program participants, Elder Abuse Forensic Center collaborators and consultants throughout the process of developing and implementing training programs. |
| Coordinate the development and implementation of educational programs for the following target groups: physicians, psychologists, nurses, social workers, adult protective workers, law enforcement, prosecutors, judges and paramedic |
| Based upon existing training models, work with educational consultants and experts in the field to develop educational curricula on elder abuse |
| Identify gaps in current training programs and identify existing effective training courses on elder abuse. |
| Identify opportunities to insert elder abuse topics into existing training courses. |
| In conjunction with Directors, carry out the following aspects of evaluating the training programs: <ol style="list-style-type: none"> a. Create, distribute, and collect evaluation forms for program participants. b. Maintain tracking list of training speakers, conference attendees, and lectures. c. Generate appropriate follow-up reports d. Identify consultants to assist with program evaluation |
| Maintain a comprehensive data set on training activities. |
| Create formal reports required by sponsor. Assure they are on time and accurate. |
| Work with the Program in Geriatrics administrator and director to determine expenditures in keeping with the budget |
| Work with consultants to meet program evaluation requirements. |
| Assist with special projects related to elder abuse. |