

Volunteer Advocate Job Description

Title: Volunteer Advocate

Supervisor: Volunteer Coordinator

Purpose:

To help reduce the trauma a survivor experiences from an attempted or completed sexual assault as well as domestic violence.

Provide emotional support & information to survivors, family members & friends.

Give emotional support to the survivor to help them understand their choices & select the options that are best for them.

Provide information to help a survivor understand sexual assault and/or domestic violence.

To understand and communicate police procedures, sexual assault examination, the counseling opportunities and other services provided.

Qualifications:

- Able to work as a team member
- Able to accept supervision
- Ability to empathize with others
- Good listening skills

Requirements:

- Complete an interview & screening process
- Complete required hours of training
- Attend required in-services & CE hours
- Ability to pass a criminal & CPS background check

Responsibilities:

- Provide crisis intervention to survivors, family members & friends.
- Provide accompaniment for survivors to law enforcement agencies, hospitals, & medical facilities, criminal & civil proceedings and other service provider agencies.
- Provide information and referral to other agencies as needed.
- Report immediately if unable to cover shift.
- Respond to calls immediately- Arrive within 30 minutes of notification.
- Immediately discuss problems experienced with other volunteers, and/or service providers to the Volunteer Coordinator or designated person.
- Act professionally when interaction with survivors, family members, friends, law enforcement, district attorney, office personnel & all other service providers.

- Submit statistical information promptly—no more than 48 hours after responding to a call. Be sure to get all the required information necessary for follow-up contact with the victim & turn it in.
- Report to the CVAC each month the days you will be available for call by e-mail or by calling the office by the designated deadline.
- Remaining in the counties of Eastland & Stephens. Being available by phone throughout your shift.
- Collaborating with the primary or backup volunteer to make sure all services possible are utilized for the victim.
- Contacting the staff when assistance is needed.
- **KEEPING ALL INFORMATION TOLD TO YOU CONFIDENTIAL.**

Grounds for dismissal:

- Giving out your home, work, or cell number or the home, work, or cell number of another volunteer or the home or cell phone of a staff member.
- Meeting a client, a client's family member or friend at a location that violates policy and procedure.
- Failure to refer all media to a staff member-executive director.
- Failure to follow job description responsibilities.
- **BREACH OF CONFIDENTIALITY.**
- Failure to respond when on call.

Volunteer Signature _____ **Date:** _____

Coordinator Signature _____ **Date:** _____