



Promoting the healing of people impacted by crime and trauma

## **VOLUNTEER ADVOCATE JOB DESCRIPTION**

### **JOB TITLE:**

Volunteer Victim Advocate

### **PURPOSE:**

Victim Advocates will be trained to offer emotional support and crisis intervention to crime and trauma victims in Jefferson County, Colorado. Advocates will provide information about the criminal justice system, community referrals, and aid in acquiring emergency shelter and other immediate needs.

### **RESPONSIBILITIES:**

- ♦ Provide advocacy and crisis intervention for victims of crime
- ♦ Assess immediate victim needs and provide referrals
- ♦ Act as a liaison between victims and the criminal justice system
- ♦ Ensure that victims are aware of their rights under the Colorado Crime Victims' Rights Act and the Colorado Constitution
- ♦ Assist with Crime Victim Compensation application when appropriate
- ♦ Provide victims with information about court proceedings
- ♦ Complete necessary reports documenting services rendered and activities performed
- ♦ Represent law enforcement agencies and VOI in a positive and professional manner when contacting victims or citizens
- ♦ Be available for 4-6 pager shifts/per month (minimum 4 first pager shifts)- these are nights and weekend shifts
- ♦ Attend monthly volunteer meetings – Currently held on the 3<sup>rd</sup> Monday of the month
- ♦ Participate in a ride-along with an officer twice a year

### **QUALIFICATIONS:**

- ♦ Must submit to a background check
- ♦ Must be at least 21 years of age
- ♦ Must have an open and non-judgmental attitude toward victims and survivors
- ♦ The ability to communicate well, use common sense, and respond quickly are essential qualifications

### **SPECIAL REQUIREMENTS:**

- ♦ Complete the initial 40-hour training – Starting in September
- ♦ Reliable automobile to be available to arrive on-scene within timely manner
- ♦ One year commitment to the program
- ♦ College internships will be considered

### **BENEFITS:**

Advocates will be provided with in-depth and ongoing training in dynamics of victimization and will gain direct experience in providing support to people in need. They will also gain knowledge about law enforcement and the criminal justice system. Participation will enhance community responsiveness to victims of crime.

**FOR MORE INFORMATION:** Please contact 303-202-2196, [voi@victimoutreach.org](mailto:voi@victimoutreach.org) or visit [victimoutreach.org](http://victimoutreach.org)





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Phone 303.202.2196 Fax 303.202.2198

[www.victimoutreach.org](http://www.victimoutreach.org)

P.O. Box 18941, Golden, CO 80402