

Position Title: Victim Advocate Volunteer or Intern

Supervisor: MaryKate Lesar, Information and Referral Specialist. Call at 425.551.0065 or email MaryKate@victimsupportservices.org

How to Apply (Two options): Contact MaryKate Lesar for more information on the Victim Advocate Volunteer/Intern position and to receive a Victim Support Services application via email or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students (must be 18 years or older), those who are passionate about helping others and would like to gain experience and knowledge with providing direct services to those hurt or harmed by crime.

Description: The Victim Advocate Volunteer and/or Intern is vital to effective and compassionate response to victims of general crime (all crimes except domestic violence and sexual assault) utilizing advocacy services from Victim Support Services. Under the daily supervision of the Information and Referral Specialist in conjunction with an assigned Victim Services Coordinator and Programs Administrator, this position requires communication and collaboration with the Information and Referral Specialist and other VSS advocates, service providers and partners throughout Washington State. This job primarily involves courtroom support, client meetings, criminal justice intervention, help completing crime victim compensation forms and more.

Essential Position Functions:

- Provide direct assistance to crime victims and their loved ones, virtually, via telephone, Zoom, email and limited in-person contacts in conjunction with the Victim Services Coordinator you are assigned to
- Offer emotional support, resources, referrals and assist with typical struggles created by victimization
- Provide information and referral services to victims/loved ones regarding other agencies, counselors, legal services, medical services, support groups and shelters
- Assist with filing for Crime Victims Compensation, writing Victim Impact Statements, and enrolling in Victim Witness Notification Program
- Advocate on behalf of victims and survivors within the criminal justice system
- Provide for on call shifts on the Washington State Crime Victim Service Center Hotline via phone and/or text during business hours or after business hours via text (Approximately 3 shifts a month)
- Other duties as assigned

Location and Time Commitment: Victim Advocate Volunteers and/or Interns work remotely with occasional, limited in-person services with the discretion of Supervisor at Administration Office in Everett, WA and/or other designated location as agreed upon in the region assigned to. Time and hours each week are flexible dependent upon the volunteer's needs and preferences as well as the Victim Services Coordinator they are assigned to. *Mandatory* attendance at monthly Volunteer Engagement meetings on the 3rd Monday of each

month at 5pm PST via Zoom where we ask for cameras to be on at all times unless approved otherwise by the supervisor. Lastly, Volunteers and Interns are required to complete 12 hours of continuing education per year of service, which is provided free by Victim Support Services.

Minimum Requirements: Successfully complete application, background check, and screening process. Completion of the 40-hour CORE advocacy training sponsored by VSS or Victim Assistance Training (VAT) through the Office for Victims of Crime Training and Technical Assistance Center (OVCTTAC) before providing direct services to victims of crime. Volunteers that take VAT are still required to complete CORE advocacy training within a year of date of hire. Excellent communication skills, both oral and written. Ability to maintain confidentiality of sensitive information. Participation as a team player and sensitive to issues of diversity. Computer knowledge of MS Office products (Word and Excel), and email systems. Must have reliable internet service. Analytical and problem solving skills which enable advocates to assist clients with issues at hand. Professional approach and demeanor that sets a professional tone and ability to work collaboratively with other volunteers, staff and community professionals.

Volunteer/Intern Benefits: Victim Support Services' CORE advocacy training qualifies as a pre-approved training for the National Advocate Credentialing Program (NACP). This means any individual that completes our 40-hour CORE advocacy training would be eligible to apply for the provisional level of a nationally credentialed advocate. Credentialing offers many benefits to those in the victim assistance field including, but not limited to, enhanced recognition, credibility and mobility as well as the designation of "CA" after their names.

In addition to becoming a nationally credentialed advocate, you will make a difference by being a voice for victims of crime during some of the darkest moments of their lives. You will have the opportunity to grow individually and professionally while building your resume along the way. Advocacy is at the heart of VSS and bringing hope to victims and their families is the ultimate reward.

Community Needs Met: Help victims of crime in our community in order to empower them by providing crisis intervention, resources, information and more.

Position Description Agreement (for use upon volunteer or intern placement):

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: _____ Date: _____