

The Alliance  
Job Description

Title: Volunteer Advocate

1. The Volunteer Advocate will be available to carry the 24-hour crisis phone at least one weekend per month or 4 weekday evenings.
2. When the Volunteer Advocate is on-call he or she will be responsible for responding to crisis calls, meeting victims of domestic violence or sexual assault in a safe place and providing emergency safehousing, food and financial assistance to victims as the need arises.
3. The Volunteer Advocate will remain qualified as an on-call volunteer by attending required training sessions and monthly volunteer meetings.
4. The Volunteer Advocate will record all contacts made while on-call and will submit the proper documentation to the Executive Director or Advocate I following periods on the crisis phone.
5. The Volunteer Advocate will review all cases he or she works with the Advocate I and/or Executive Director following or during on-call periods.
6. The Volunteer Advocate will maintain the confidentiality of all victims served by The Alliance.
7. The Volunteer Advocate will attend monthly advocate meetings and will notify the Adult Advocate or Executive Director if he or she is unable to attend.
8. The Volunteer Advocate will agree to volunteer his or her services to The Alliance for a minimum of one year and will notify Advocate I or Executive Director if his or her circumstances change.
9. The Volunteer Advocate will count all hours on the crisis phone and sign the volunteer timesheet log after each period of volunteering.

Education/Training: Required to take 30-hour volunteer advocate training and attend all supplemental sessions provided by collaborative agencies and professionals.