



# Volunteer Position: Victim Advocate

## Duties and Responsibilities:

1. Provide on-scene crisis intervention in person and/or by phone to primary and secondary victims of crime, and survivors of traumatic events that occurred within the City and County of Broomfield
2. Provide support and inform victims of case status
3. Inform victims whose crimes are afforded rights under the Crime Victim Rights Act
4. Connect victims with appropriate resources and referrals
5. Conduct case management; retrieve and review case reports
6. Send appropriate literature to victims, follow up with officers and detectives, and assess any other follow-up requirements
7. Complete necessary paperwork

## Qualifications:

Must be at least 21 years old; have open, non-judgmental attitudes with genuine concern and empathy for crime victims and tragedy survivors. Able to cooperate with police, staff, and other law enforcement agencies, judicial agencies, D.A.'s offices, and non-profit community based programs. Excellent interpersonal communication skills and a high comfort level with telephone interactions. Ability to work with minimal guidance. Must have your own transportation and telephone. A valid driver's license is required and the applicant must be willing to submit to a background investigation. Be willing and able to follow regulations for appropriate victim advocate behavior as a volunteer for a police department.

## Security:

Any of the following will disqualify any applicant from consideration: any prior felony conviction; the commission of a felony within the last five years; a current criminal case in the criminal justice system, or any non-traffic misdemeanor committed within the previous three years; illegal drug use for the last 5 years; or marijuana for 1 year.

## Training provided:

A 40-hour training course will include crisis intervention skills, victimology, criminal justice system, law enforcement and resource information; and an opportunity to ride along with a police officer during a shift. The applicant must be willing to attend a specialized 40-hour victim advocate training after being accepted as a volunteer.

## Time Commitment:

Must commit one year to the Victim Services program. Be available for short-term follow-up with victims. Advocates must be available to be on-call a minimum of four 12-hour shifts per month, or two 24-hour shifts per month to respond to victims during a crime or critical incident. Must be able to attend one evening advocate meeting per month.

## Benefits for the Volunteer:

Incredible self-growth from the training and interaction with experienced advocates. Excellent opportunity to help improve quality of life in Broomfield while fulfilling civic responsibility.

## Reports to:

Victim Services Coordinator