

## DIRECT SERVICES JOB DESCRIPTION

### **Position:** Domestic Violence and Sexual Assault Legal Clinic Volunteer

**Hours Per Week:** 4-8 hours per month  
**Team Leader:** Legal Advocacy Specialist

**General Description:** Volunteer will assist advocates in answering crisis line and advocating for residents.

#### **Specific Duties and Responsibilities:**

##### **1. Legal Clinic**

- Be a listening ear for survivors of abuse and violence
- Provide clients with crisis intervention counseling and advocacy
- Provide clients with resources, referrals, and other requested information

##### **2. Team Membership and Self Development**

- Participate in team training and development of self as an agent of change

#### **Requirements:**

1. Complete volunteer application and interview with Volunteer and Education Coordinator.
2. Complete the attached mandatory SafePlace Orientation Training.
3. Complete on-the-job training with the assigned team leader.
4. Complete 30 hours of mandatory on-going direct service training a year, which includes 15 hours advocacy-based counseling, 12 hours sexual assault training, and 3 hours CPR/First Aid.

#### **Traits Needed:**

1. Comfortable with negotiating multiple tasks with flexibility
2. A desire to work to empower families experiencing violence
3. A desire to work within a structure dedicated to collective action for social change
4. A positive perspective about working to end domestic and sexual violence

#### **Commitment**

1. Commit to serve a minimum of 12 months in the position.
2. Cover one or more shifts of at least four hours each week.

#### **Assigned Shift or Activity:**

Flexible hours based on your schedule.

**Evaluations:** College Credit may be available through your educational institution. Evaluations will be conducted annually. The team leader will conduct an evaluation with the volunteer and the volunteer will be asked to evaluate her/his SafePlace experiences.

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Volunteer Signature

\_\_\_\_\_  
Date

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