



Life without violence.

Volunteer Domestic Violence/Sexual Assault Advocate

Hope Alliance is accepting applications for volunteer positions as a **Volunteer Domestic Violence/Sexual Assault Advocate**. If you have a strong commitment to helping people, have solid office skills, and are willing to complete sexual assault/domestic violence advocate training, then this could be the volunteer opportunity you've been looking for. Bi-lingual applicants are encouraged to apply.

Hope Alliance is the state accredited non-profit agency in Lewis County, Washington for providing 24/7 survivor advocacy. Hope Alliance advocates for and empowers survivors of domestic violence and sexual assault. Hope Alliance also seeks to affect social change by collaborating with community partners to inspire life without violence. The number of hours volunteered per week is determined in discussions with the Executive Director.

A full copy of this recruitment package, including Position Description, Hope Alliance Volunteer Application form, and Supplemental Questions can be obtained by contacting the Hope Alliance Executive Director, Kristine Camenzind at kristinec@hopealliance.org

To be eligible for this position, an applicant must submit to a National Law Enforcement background check.

To be considered for this position, a complete application package must be submitted:

- Cover letter
- Current resume
- Completed **Hope Alliance Volunteer Application** form
- Responses to **Supplemental Questions**
- Feel free to attach letters of recommendation

Submit application materials to:

Kristine Camenzind
Executive Director Hope Alliance
PO Box 857
Centralia, WA 98531

Application materials may be submitted to Kristine Camenzind by email to kristinec@hopealliance.org. If you have questions or would like additional information, please contact Kris Camenzind at (360) 748-6601.

Hope Alliance is an Equal Opportunity Employer.

Position Description

Volunteer Domestic Violence/ Sexual Assault Advocate

Title: Volunteer Domestic Violence/ Sexual Assault Advocate (Direct Services)
Program: All
Reports To: Executive Director

Description of Organization

Hope Alliance is a 501c3 organization located in Centralia, Washington. Hope Alliance has provided confidential crisis intervention services to the community for over forty years.

Hope Alliance advocates for and empowers survivors of domestic violence and sexual assault. Hope Alliance also seeks to effect social change by collaborating with community partners to inspire life without violence.

Our core values are: Autonomy, Safety, Inclusion, Dignity, Integrity and Partnership. Ensuring the privacy, safety, and well-being of our clients are our highest priorities.

We believe each volunteer contributes unique skills that are not limited by assigned responsibilities. All volunteers are expected to offer their services to promote the success of the Hope Alliance's Mission.

Strict adherence to the agency confidentiality policy is required.

Job Scope

Duties are performed independently in Hope Alliance's office and in the community, operating from established policies and procedures. This position is not supervisory in nature.

Required Minimum Qualifications

- Commitment to the agency's mission and core values
- Ability and willingness to take and pass core sexual assault and domestic violence advocacy training, as required by governing WACs and RCWs of Washington State.
- Pass a comprehensive National background investigation and pre-employment drug screening.
- Valid Washington State Identification.
- Excellent communication skills, both orally and in writing.
- Skill in performing a variety of clerical functions at a technical or secretarial support level, such as:
 - o Operate a multi-line phone system;
 - o Demonstrate journeyman computer skills (like MS Word, Excel and other software and apps);
 - o Organize and maintain timely and accurate client and event records.
- Ability to work in a self-directed manner and as part of a team.
- Ability to complete daily, weekly and monthly tasks and complete checklists within required timeframe.
- Ability and willingness to respond with compassion to clients in a supportive client environment.
- Ability and willingness to communicate and work well with individuals of diverse backgrounds, various religious beliefs, lifestyles, sexual orientations, age variance, income levels, and differing abilities.
- Ability to make critical decisions, problem-solve, and remain calm in high crisis situations.
- Ability to perform a variety of tasks often on short notice.
- Ability to maintain absolute confidentiality of all client data, processes, and identity.

Preferred Qualifications

- Associates degree in social services, social sciences or a related field; or two years relevant work experience.
- Bilingual – Spanish/English
- At least 2 years’ experience using MS Word, Excel, and other software and apps.
- Recent experience within a domestic violence program or community sexual assault program.

Key Responsibilities as assigned to include some or all of the following duties

- When the need arises, provide direct advocacy services to survivors of domestic violence and/or sexual assault in person and via telephone, including Hope Alliance’s 24-hour crisis response line.
- Provide crisis intervention and referral services to callers and clients, regardless of program type.
- Provide assistance with systems navigation to survivors of domestic violence and sexual assault.
- Provide objective, knowledgeable, and supportive intervention on behalf of the client: assert and advance the client’s choices and rights.
- Responding to hospital calls for sexual assault and domestic violence client advocacy.
- Attend and participate in agency and community meetings and training as assigned.
- Complete 50 hours of initial Core Training as well as 30 hours of continuing education in each following year.
- Adhere to all Washington State Laws (RCW) and Washington Administrative Codes (WAC) relating to community based domestic violence and sexual assault program(s) services.
- Follow established Policies and Procedures.
- Perform routine operations & maintenance tasks to provide a safe and clean environment.
- Other assigned duties may include but are not limited to: providing services to clients regardless of program, facilitating support group, providing childcare, court monitoring, sorting and dispersing donations, reception, providing community education, providing outreach, and clerical tasks.

Schedule

Schedule is determined in consultation with the Executive Director.

Benefits

One of the more well-known benefits of volunteering is the impact on the community. Volunteering allows you to connect to your community and make it a better place. Even helping with the smallest tasks can make a real difference to the lives of people. Another benefit is the specific training in domestic violence and sexual assault advocacy. This training is mandated by state law for advocates in accredited agencies. If you want to pursue a paid position in advocacy, having this training makes you very attractive to accredited agencies across Washington state.

The job description is intended to describe the general nature and level of work being performed by the incumbent, and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position.

Volunteer Signature _____ Date _____

Supervisor Signature _____ Date _____



Volunteer Application

Hope Alliance is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, income level, genetic information, veteran’s status, disability, or any other basis prohibited by federal, state or local law.

Information

Today’s Date: _____

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip Code

Phone: _____ Email address: _____

How did you hear about this position? _____

Volunteer Position Desired

Title of position for which you are applying: _____

When would you be available to start? _____

Education	Name and Location	Last Year Completed	Did You Graduate?	Subject Studied/ Degrees Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/ Business		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills

GENERAL

Job Related (typing, data entry, software, etc.)

Honors/Awards/Certifications

Bi-lingual skills? ___ Yes ___ No If yes, which language(s)? _____

Employment History List below your last four employers starting with the most recent first.

DATE Month/Year	Name of Employer	Employer Address	Salary (Upon Leaving)	Position	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

Background Information for All Positions

Have you ever applied for a position with Hope Alliance before? If so, when? _____

Have you ever been employed by Hope Alliance before? NO YES

If yes, under what name and in what position?

Please list any relatives you have that are currently employed by Hope Alliance.

Have you ever been disciplined or discharged for cause? NO YES. If yes, please briefly describe the circumstances: _____

Have you been convicted of a felony or released from prison within the last ten (10) years, or have you been convicted of a misdemeanor (excluding minor traffic offenses) within the past three (3) years? NO YES If yes, please briefly describe the circumstances: **(A conviction record will not disqualify you for volunteering unless such record would reasonably affect your fitness for the position for which you have applied.)**

Do you have a valid driver's license? NO YES STATE: _____

Please list any violations, tickets, accidents or incidents that are listed on your driving record of the last five (5) years:

Have you reviewed the Hope Alliance position description for the job you are applying for?

YES NO.

Do you feel you are able to perform the essential functions of the job either with or without reasonable accommodation? YES NO

AGREEMENT

I certify that the statements made on this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to participate as a volunteer. I understand that volunteering is conditioned upon a background check. I authorize Hope Alliance to thoroughly investigate all statements contained herein.

I understand and agree that nothing contained in this application constitutes an employment contract. I further understand that if I am hired, my volunteering will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, as no such promise or guarantee is binding upon Hope Alliance, unless made in writing.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

In consideration of the review of my volunteer application, I authorize the release of all high school, college and other educational records pertaining to my attendance, course work and other school activities. Hope Alliance is authorized to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. Hope Alliance is also authorized to make any investigation of my personal history through any established methods of the agency's choice.

To my former employers named in this application, please furnish Hope Alliance with personnel information as requested. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If I volunteer with Hope Alliance, I release Hope Alliance from any liability for future references it may provide regarding my work history and performance at HA.

I further agree to the following terms and conditions of volunteering:

- Meeting the job attendance and performance requirements of the position.
- Conforming to Hope Alliance personnel rules, regulations, and instructions.

Applicant Signature: _____

Date: _____

REFERENCES

Please provide six references, including supervisors, subordinates and peers.

Name	Relationship	Reference Contact Information

Supplemental Questions

Volunteer Domestic Violence/ Sexual Assault Advocate

Applicant: _____ Date: _____

1. What experience do you have providing social or advocacy services to the public?
2. What experience do you have dealing with individuals who are upset or confrontational?
3. Are you bi-lingual? If so, what experience do you have using that skill in a professional environment?
4. What is your experience working in an environment in which confidentiality is an absolute requirement?
5. What is your experience using computer software like Microsoft Word and Excel?
6. What is your experience maintaining a website, Facebook page, or other social media?
7. Is there anything else we should know about you in considering you for this position?