

PEORIA POLICE DEPARTMENT
Volunteer Job Description

ASSIGNMENT TITLE: Victim Advocate

SUPERVISOR: Victim Assistance Coordinator

GENERAL DESCRIPTION:

will perform various tasks within the Victim Assistance Unit related to the notification of victims of crime to ensure their rights as victims are guaranteed.

DUTIES AND RESPONSIBILITIES:

- Provide information and referral to victims as needed
- Contact victims by telephone as developments arise
- Document case progress, contacts made, etc
- Review reports to gather statistical data
- Assemble files for new cases as assigned
- Process notification mailings (print form letters, labels, envelopes)
- Advise victims of their rights and of victim compensation
- Attend court hearings with victims
- Transport victims to shelters, family advocacy center, court, etc as needed
- Provide on-scene crisis intervention
- Assist victims with completing forms-Order of Protection, Injunction Against Harassment, etc.
- Respond to after hour on call emergencies as needed

QUALIFICATIONS/REQUIREMENTS:

Must be able to work effectively with a wide variety of people; must possess a high school diploma or equivalent; must demonstrate excellent verbal and written communication skills; must be able to work independently; general clerical and computer experience helpful. Must pass background check, including a polygraph and complete all required training: Crisis Response Regional Training (36hrs), Victim Assistance Specific Training, Victim Rights 101 and Advanced Training and online Victim Compensation Training.

TIME ALLOCATION: Two (2) to four (4) hours per week

TIME COMMITMENT: Six (6) months

I have read and understand my volunteer duties and guidelines.

Volunteer's Signature	Date	Supervisor's Signature	Dat
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