



Clear Creek Advocates

Restoring Hope, Healing Together

VOLUNTEER ADVOCATE

Job Description

Volunteer victim advocates provide support services to victims of crime and trauma in Clear Creek County. All volunteers must complete the required, minimum 50-hour training before assisting victims. Volunteers will work collaboratively with staff under the supervision of the Executive Director and Advocacy Services Coordinator.

Responsibilities:

- Complete 15 hours of domestic violence training and 30 hours of sexual assault training as part of the required 50-hour certification.
- Maintain client confidentiality and adhere to all privacy agreements and ethical guidelines.
- Respond to the 24-hour crisis hotline and dispatch as needed.
- Provide on-scene crisis intervention with compassion, inclusivity, and a trauma-informed approach.
- Offer advocacy, information, and appropriate referrals that prioritize the best interests of the client.
- Make client referrals to resources and services without conflicts of interest and in alignment with client needs.
- Conduct follow-ups as directed by the Executive Director to provide continued support and resources.
- Complete and submit all necessary intake and documentation to the Victim Services Specialist, Victim Services Coordinator, or Executive Director within 24 hours of an incident.
- Attend monthly in-service meetings and training(s) to stay informed and enhance advocacy skills.
- Foster professional and respectful relationships with fellow volunteers, allied professionals, and partnering agencies.
- Assist with fundraising efforts and community outreach events to support victim services programs.
- Perform other duties as assigned by the Executive Director.