

# SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

## JOB DESCRIPTION

**POSITION:** Advocates for Domestic and Child Abuse Prevention (ADCAP) Volunteer  
**REPORTS TO:** ADCAP Director, ADCAP Coordinator  
**SUPERVISES:** N/A

### PRIMARY RESPONSIBILITIES

The ADCAP Volunteer will respond to 911 domestic violence calls from the Sheriff's Department from 5:00 pm until 8:00 am Monday through Friday and on the weekends. The response may be on-scene or by phone, depending upon the type of response the Sheriff requests.

### EXAMPLES OF DUTIES

- Completes the required 40 hour training to be a certified domestic violence advocate.
- Responds to all domestic violence calls during an assigned shift.
- Provides information and support to victims at the time of the crime.
- Demonstrates effective communications with victims and law enforcement
- Completes all required paperwork.
- Ensures that the case information is provided to Coordinator in a timely manner.
- Performs other related duties as assigned.

### VOLUNTEER STANDARDS

#### **Knowledge**

Crisis intervention techniques, communication techniques, cycle and dynamics of domestic violence, child abuse reporting laws.

#### **Abilities**

Must be able to establish and maintain appropriate professional boundaries, able to respond to 911 calls after hours and weekends, ability to work as a member of a team.

#### **Education and Experience**

Must be trained as a domestic violence advocate.

#### **Other**

Possession of a valid CA driver's license and an acceptable driving record.

#### **Physical Requirements**

Driving, talking on the telephone, sitting for periods of time, walking and writing.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

*My signature on this job description indicates that I understand the requirements of this volunteer position with People Helping People. I also understand that my signing this job description does not imply any contractual agreement, intent of, or offer of employment or payment for my services from PHP.*

Volunteer \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_