

RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

Volunteer Position: Advocate for Sexual Assault Nurse Exam Program

Preparation: Complete New Entry Training, additional SANE training (agency provided)

Supervisor: Crisis and Supportive Services Coordinator/Sexual Assault Advocate

Summary: Under general supervision, provide crisis intervention services to victims/survivors of sexual assault including triage and coordination of potential SANE exams, providing advocacy during medical forensic exams and offering resources and support.

Specific Activities:

- Assume responsibility for covering a designated shift which includes being available by phone (on-call) on scheduled days from 5:00 p.m. until 9:00 a.m. during the work week and 24 hours on weekends or as agreed upon.
- Triage potential exams with law enforcement, medical staff, and/or patients for service coordination.
- Provide crisis intervention and assistance by phone during on-call hours.
- Advocate with other agencies when needed and appropriate.
- Adhere to agency's strict confidentiality policy, guidelines, and philosophies.
- Keep staff informed about clients, both by phone and by completing necessary volunteer paperwork.
- Participate in ongoing training and/or supervision to remain current with program updates.

General Expectations:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as communicated with Resilience staff.
- Participates in maintaining policies, procedures, and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.

- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Communicates effectively, both verbally and in writing, with other staff and with other organizations.
- Participates in volunteer meetings and other Resilience meetings and trainings as desired.
- Participates in training, continuing education, and other skill development opportunities to further enhance position-related skills and abilities.
- Represents agency on community committees (if desired) and may participate in community groups and activities which promote and enhance the services available to clients in the community.
- Supporting agency activities such as public events and fundraising activities if desired.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

Physical Requirements:

- Normal office environment requiring standing, sitting, keyboarding and movement around the facility.
- Lifting up to 25 pounds
- Ability to travel to off-site locations and attend off-site meetings and events

The above statements are intended to describe the general nature and level of work performed by volunteers in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of volunteers assigned to this job.

To apply to become a Sexual Assault volunteer, please email SuzanneK@ResilienceMI.org

The Resilience mission is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegan counties. Resilience is an Equal Opportunity Employer.

www.ResilienceMI.org