Manitowoc County Domestic Violence Center
Sexual Assault Resource Center
Volunteer Advocate Job Description

Summary: Volunteer Advocates provide crisis intervention and support for victims of sexual assault, their family members and friends. Advocates provide support to survivors of sexual assault during a hospital medical exam and throughout the criminal justice process.

Services Provided:
  o **Crisis Counseling:** Provide guidance, emotional support, information and referral, using supportive listening. Crisis counseling is provided via the 24 hour hotline or face to face as survivors report to the hospital, law enforcement agencies, SARC offices, the District Attorney’s office or other safe places in the community.
  o **Medical Advocacy:** Provide support to sexual assault victims through necessary medical treatment and evidence collection at area hospitals.
  o **Legal Advocacy:** Provide support for victims and their family members and friends during interviews with law enforcement and meetings and hearing within the criminal justice system.
  o **Crime victim compensation assistance:** Making victims aware of the availability of crime victim compensation, assisting them in completing required forms.

Requirements:
- Must be at least 18 years old.
- Submit to a WI Department of Human Services Caregiver Background Check annually.
- Complete a minimum of twenty-four hours of initial training.
- Attend all monthly Advocate meetings or contact the SARC Coordinator to receive information that was presented.
- Have access to transportation when on-call. Remain free of alcohol and drugs during assigned on-call shifts.
- Cover a minimum of two on-call shifts each month.

Responsibilities:
- Notify the SARC Coordinator when a hotline call has been received during an on-call shift.
- Complete and submit all paperwork in a timely manner.
- Maintain strict confidentiality.
- Maintain a high level of professionalism when representing the Sexual Assault Resource Center.
- Remain empathetic and emotionally supportive, allowing the survivor to choose a course of action.