



DVRT VOLUNTEER JOB DESCRIPTION

JOB TITLE: Domestic Violence Response Team Volunteer

HOURS PER WEEK:

REPORTS TO: Barbara Bates **DEPARTMENT:** Administration

DIRECT REPORTS: None **DATE REVISED:** June 19, 2017

JOB SUMMARY:

Provide supportive services for victims/survivors 13 years old and older of domestic violence and sexual violence at Hunterdon County’s municipal police departments, state police barracks and Hunterdon Medical Center. Team Volunteers are on call for 12 hour shifts from 7pm to 7am Monday – Friday as well as the weekend from Friday at 7pm to Monday at 7am. Weekend shifts are split into 12 hour shifts

REQUIREMENTS:

- Must be 21 years or older
- Completed SAFE in Hunterdon’s 80 Hour DV/SA direct client services training-provided by SAFE
- Complete additional DVRT training – provided by SAFE’s DVRT Coordinator
- Must work well in a crisis environment
- Clear Criminal Background check
- Valid Driver’s License- clean driving record for past five (5) years (no DUI, speeding, texting, or similar offense).
- Be willing to be on call nights, weekends and holidays for 12 hour shifts
- A working phone for team activation
- Attend monthly team meetings for ongoing training

ESSENTIAL FUNCTIONS:

- Ability to keep all SAFE in Hunterdon information confidential
- Ability to respect and relate to people from diverse backgrounds in a variety of settings
- Must understand the importance of providing for the best interest of clients
- Ability to work within the guidelines, policies, and standards of SAFE in Hunterdon
- Ability to maintain objectivity and composure when confronted with a conflict
- Ability to communicate effectively
- Ability to receive guidance and direction and work as a team
- Ability to transport oneself to a variety of locations including Hunterdon County Police Stations and Hunterdon Medical Center
- Ability to work collaboratively with law enforcement and medical personnel

SECONDARY FUNCTIONS:

- Adherence to confidentiality agreement and ethical standards



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- Reports directly to the DVRT/SART Coordinator
- Adhere to the policies, procedures and domestic violence response protocols
- Complete the necessary documentation for data collection and reporting as directed by the DVRT/SART Coordinator
- Provide victims with legal options, safety planning, agency services and other community resources
- Be on call for team response a minimum of four 12 hour shifts a month including two weekend shifts
- Prepare, collect or summarize data as directed for reports
- Provide reports and releases on a timely basis

Standards of Conduct:

Volunteers shall cooperate with their supervisor to insure the effective and efficient operation of SAFE in Hunterdon. Volunteers must notify/discuss with staff immediately if they encounter a situation in which they are unsure how to proceed (i.e. they suspect child abuse or feel a client may be suicidal).

All volunteers must inform the Volunteer Coordinator prior to training if they are currently, or have previously, received counseling for domestic violence or sexual assault at SAFE in Hunterdon. Potential volunteers must have completed counseling at least seven years prior to becoming a volunteer.