



Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

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LEGAL PROGRAM VOLUNTEER JOB DESCRIPTION

Reports to: Sexual Assault Legal Advocate/Coordinator

Summary:

This Legal Program Volunteer role will provide direct support for the Advocacy Services program.

Responsibilities:

- Maintain confidentiality and respect with our client
- Attend court on Fridays from 8:30am-1:00pm and provide client support
- Provide child care during weekdays from 12pm-4:30pm
- Provide client support in family cases from Monday – Thursday from 9am-12pm
- Observe bond call that occur Monday-Thursdays from 1pm-4:30pm
- Observe Criminal Court on Thursdays and Fridays from 1pm-4:30pm
- Ability to maintain a calm and compassionate support when seeing effects of domestic violence or sexual assault
- Demonstrate professionalism through reliability, punctuality, personal integrity and a respectful attitude when dealing with the clients

How this opportunity benefits you:

Volunteers will obtain an increased understanding of domestic violence and sexual assault, and will expand his or her knowledge of diverse cultures and socio-economic backgrounds. Most importantly, volunteers will be a proactive agent in preventing domestic abuse and sexual assault in DeKalb County.

Time Commitment and Attendance:

We require a 6 month commitment from our volunteers and interns. Safe Passage values the time and talents that the volunteers provide to our clients and organization. We require that volunteers provide a week advance notice if they will be unavailable to attend their shift. We are a client based agency, in which we require all staff and volunteers to be on-time in order to best serve our clients.

Training Required:

Volunteers at Safe Passage who are interested in working directly with our clients are required to complete our Domestic Violence and Sexual Assault training. During our training, you'll gain extensive knowledge on issues like cultural competency, diversity, legal issues, women's complex issues, privilege and oppression, self-care, activism and more as they relate to domestic violence and sexual assault.

Additional Requirements:

At Safe Passage we require all staff, volunteers and interns to have an understanding of domestic violence and sexual assault. When dealing with our clients, we require: reliability, compassion, and ability to handle challenging situations with calmness, adaptability and professionalism.