



Safe Passage, INC.

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**PAIP VOLUNTEER
VOLUNTEER JOB DESCRIPTION**

Reports to: Abuse Intervention Coordinator

Summary: The PAIP (Partner Abuse Intervention Program) Volunteer will work closely with the Abuse Intervention Coordinator in ensuring that the PAIP program runs smoothly and efficiently.

Responsibilities:

- Assist with Court Status Reports and Probation Reports
- Attend court proceedings and communicate with Probation Officers, Defense Attorneys and Judge regarding client inquiries
- Conduct assessments with clients
- Answer phones and return voicemails
- Assemble and update client files
- Filing paperwork

Skills gained with this position:

- Knowledge of court proceeding process with clients in our Partner Abuse Intervention Program
- Communication skills
- Administrative skills
- Data Entry

Time Commitment: The volunteer must be able to commit to 10 hours a week.

Training Required: 65 hour Domestic Violence and Sexual Assault training and the 20 hour PAIP training.

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 in the PAIP program, we require: timeliness, appropriate behavior when interacting with our clients, and ability to handle challenging situations with calmness, adaptability and professionalism.