



Safe Passage, INC.

P.O. Box 621 DeKalb, IL 60115

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LEGAL PROGRAM VOLUNTEER VOLUNTEER JOB DESCRIPTION

Reports to: Director of Advocacy Services

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
- Other duties as needed

Court Holidays:

Below is a list of 2019 court holidays, of which a volunteer is not required to attend:

- Monday September 2, 2019
- Monday October 14, 2019
- Monday November 11, 2019
- Thursday November 28, 2019
- Friday November 29, 2019
- Tuesday December 24, 2019 (closed at 12pm)
- Wednesday December 25, 2019
- Wednesday January 1, 2019

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 2-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 65+ hour 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.