

## **Garfield County Child Advocacy Council**

### **Center Volunteer Service Description**

The Garfield County Child Advocacy Council (GCCAC) Volunteer serves the Council on a volunteer basis performing duties that assist with the day-to-day activities of the CARE Campus.

All types of volunteers are needed to make the CARE Campus services available to our families. Listed are some volunteer opportunities, which are flexible and allow for a wide range of time commitment, abilities, and level of involvement.

#### *Responsibilities:*

- Will provide a support system for the child and family during the child abuse investigation process. Responsibilities include greeting the child and family, interacting with child (playing, arts and crafts, or reading), and providing snacks to child if needed.
- Address and stuff envelopes, filing, answer telephone, miscellaneous light office work and other tasks as assigned.
- Will speak with various civic and youth groups introducing and educating them about the CARE Campus as well as enlightening the community on the mission of the Garfield County Child Advocacy Council, Inc. The volunteers help get the word out about GCCAC and recruit new volunteers.
- Will assist staff with fund-raising, newsletter publication (when developed), snack provider, helping with the annual child abuse conference and other projects as needed.

#### *Requirements:*

- Must be 21 years of age – minimum
- Complete and send application and reference forms to the Garfield County Child Advocacy Council.
- Pass criminal, violent offender and sex offender background checks.
- Complete an interview with a Volunteer Coordinator.
- Attend and complete orientation training by the CARE Campus.
- Attend required in-service training during placement not to exceed 6 hours per year.
- Understand confidentiality and the personal commitment to maintain confidentiality at all times.
- Sign a Statement of Confidentiality and a Code of Ethics.

#### *Qualifications:*

- Willingness to work within the guidelines, policies, and standards of the Garfield County Child Advocacy Council.
- Good human relations skills and the willingness to be objective.
- Commitment of time, interest, and energy to fulfill expectations of the Garfield County Child Advocacy Council.
- Willingness to receive guidance and direction.
- Ability to work as a part of a team.
- Sensitivity to cultural/ethnic differences.

## **Garfield County Child Advocacy Council**

### **Victim Advocate Volunteer Service Description**

The Garfield County Child Advocacy Council (GCCAC) Victim Advocate Volunteer serves the Council on a volunteer basis performing duties that assist with the day-to-day activities of the CARE Campus.

All types of volunteers are needed to make the CARE Campus services available to our families. Listed are some volunteer opportunities, which are flexible and allow for a wide range of time commitment, abilities, and level of involvement.

#### *Responsibilities:*

- Will provide a support system for the child and family during the child abuse investigation process. Responsibilities include:
  - Greeting the child and family,
  - Interacting with child (playing, arts and crafts, or reading), and providing snacks to child if needed.
  - Meet with victim and family member/caregiver at the time the child is interviewed
  - Collect any information needed to make appropriate referral.
  - Assist with scheduling the referral appointment.
  - Introduce outcome survey and assist with the completion, if requested
  - Present Advocacy Guide to family.
  - Present Victim Compensation information to family and assist with referral to victim witness coordinator for assistance with completion.
  - Notify staff when additional services, not listed in Advocacy Guide, are needed.
  - Assist with ensuring that information contained in the Advocacy Resource Guide is current and accurate.
  - If possible, accompany victim and family member/caregiver to any appointment, including court appearances, when requested by them.

#### *Requirements:*

- Must be 21 years of age – minimum
- Complete and send application and reference forms to the Garfield County Child Advocacy Council.
- Pass criminal, violent offender and sex offender background checks.
- Complete an interview with staff.
- Attend and complete training by the CARE Campus personnel.
- Attend required continuing education training when available.
- Understand confidentiality and the personal commitment to maintain confidentiality at all times.
- Sign a Statement of Confidentiality.

#### *Qualifications:*

- Willingness to work within the guidelines, policies, and standards of the Garfield County Child Advocacy Council under the supervision of staff.
- Good human relations skills and the willingness to be objective.
- Commitment of time, interest, and energy to fulfill expectations of the Garfield County Child Advocacy Council.
- Willingness to receive guidance and direction.
- Ability to work as a part of a team.
- Sensitivity to cultural/ethnic differences