



Victim Services Division Volunteer Job Description

Challenge yourself to make a positive impact on your community- support victims of crime!

THE POSITION

The District Attorney's Office, Victim Services Division is looking for a passionate individual to join their team of dedicated experts who provide support and advocacy to victims of crime and make a positive impact on the community. Highly motivated and engaged individuals can work their way up to direct client contact and their own caseloads.

The Victim Services Division provides support and services to victims of crime and their families. Our Victim Advocates care for a victim's physical, emotional and financial needs after a crime. We provide services based on California Penal Code Section 13835.5.

Our services include:

- Information about the criminal justice system and victims' rights.
- Court escorts, case updates.
- Crisis intervention and peer counseling.
- Needs assessments and referrals to community-based agencies.
- Assistance with California Victim Compensation Board (CalVCB) applications and restitution requests.

Volunteer duties may include:

- General office support which includes answering phones, filing, database work, and other administrative duties.
- Assist victims with completing applications for assistance and collecting documents for restitution requests.
- Participation in outreach events and projects.
- Assist victims of crime in navigating the criminal justice process including education and case updates.
- Provide court support and escort victims to court when needed and offer emotional support.

Qualifications

We are looking for responsible and motivated interns and volunteers to help us support victims of crime in our community. Candidates of any background or level of experience are welcome to apply. All volunteers participate in an extensive blended 65-hour training course to prepare them to work directly with victims of crime.

Candidates will be required to commit to a minimum of eight hours per week for a minimum of six months. All applicants must submit to a background clearance before they are accepted into our program.

Applications

To apply for a volunteer position, please send a resume and cover letter to:

Liz Gonzalez

Supervising Victim Advocate

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Redwood City, CA 94063

egonzlaez@smcgov.org