

**SAN MIGUEL RESOURCE CENTER**  
**Job Description - Volunteer Advocate**

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**Title:** Volunteer Advocate  
**Reports to:** Advocate Coordinator  
**Purpose:** To provide crisis intervention and advocacy services to victims/survivors of domestic violence and sexual assault by taking crisis helpline shifts and helping to raise awareness in the community.

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**GENERAL QUALIFICATIONS:**

1. Must be 18 years of age or older.
2. Pass the criminal background check.
3. Complete 40-hour victim advocacy training provided by the SMRC.
4. Relate sensitively to victims and survivors.
5. Communicate well with others and engage in good listening skills.
6. Bilingual individuals (especially those who speak Spanish) are encouraged to apply.

**PERFORMANCE RESPONSIBILITIES:**

1. Reasonably attend and participate in advocate meetings when offered to review client cases, debrief, discuss pertinent issues, ask questions, network with staff and advocates, etc.
2. Commit to being on-call by signing up for crisis helpline shifts – as many as needed and feasible based on number of active advocates and one's personal responsibilities.
3. Be prompt, reliable, responsible, and professional.
4. Be both physically and emotionally available while on-call.
5. Communicate consistently with Advocate Coordinator, SMRC staff, and other advocates.
6. Submit client paperwork and contact forms to Advocate Coordinator within a reasonable time-frame.
7. Maintain confidentiality.

I have read and understand the above job description.

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Advocate Printed Name

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Advocate Signature

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Date

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Advocate Coordinator Signature

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Date