

## Volunteering at NEWS

**Position:** Domestic Violence Counselor & Sexual Assault Crisis Counselor  
**Status:** **Volunteer/ Unpaid Staff**  
**Reports to:** Volunteer Coordinator Shara Mae Bringas

### **Agency Description**

Napa Emergency Women's Services (NEWS) provides a nurturing refuge for women and children suffering from domestic violence and/or sexual assault, and is a catalyst for change through prevention, intervention and advocacy.

### **Duties and Responsibilities**

- Complete 60 hour Domestic Violence & Sexual Assault Crisis Counselor Training
- Attend nine of the twelve monthly in-service meetings
- Sign up and volunteer for **at least 24 hours** each month (3 shifts) for six months.
- Commit to at least **6 months** as a NEWS volunteer.
- Fulfill obligations as a mandatory reporter.
- Complete necessary documentation of any services provided.
- Maintain strict confidentiality.

### **Qualifications**

#### **Required:**

- Ability to be empathetic and non-judgmental.
- Must be able to make responsibilities to NEWS a priority during-call hours.
- Excellent communication skills.
- Ability to manage well and use sound judgment in a crisis situation.
- *Must be 18 years or older, possess a valid California's Driver's License and have own transportation.*
- *Pass background check.*

## **Job Definitions**

*Due to limited space, volunteers interested in working the DVRT and SART programs will have priority.*

### **Domestic Violence Response Team**

- Provide immediate crisis intervention, referrals, and support services to victims of domestic violence at a secured location.
- Travel to victim's location when necessary.
- Attend civil and criminal court proceedings with victim when necessary.
- Maintain accurate paperwork! Record all information and return to NEWS within the established deadline.

### **Sexual Assault Response Team (SART) Hotline**

- Be available by phone for scheduled 8 hours shifts.
- Respond to callers by arranging to accompany them to the police department when necessary.
- Be within a 30-minute distance of Queen of the Valley Hospital to accompany victims during forensics exam.
- Interact with victims and their family members by providing referral and support services.
- Maintain and record client information and turn in to Sexual Assault Advocate.
- Attend all mandatory monthly in-service meetings.

### **SAVS Hotline**

- Respond to all crisis call received on the hotline during scheduled 8 hours shifts.
- Maintain and record client information and turn in to Sexual Assault Advocate.
- Attend all mandatory monthly in-service meetings.

### **Legal**

- Available weekdays between the hours of 8:00 am-5:00 pm.
- As a support person, provide reassurance and encouragement to reduce the trauma of victim testimony; provide information about procedures and next steps.
- Research court files to obtain copies of documents relevant to client's case.
- Work with and report to Legal Advocate Program Manager.
- Attend all mandatory monthly in-service meetings.

*NOTE: This Volunteer Job option will vary on need depending on the Court Advocates case load.*

### **Shelter**

- Answer crisis line
- Maintain accurate paperwork and return within established deadline
- Answer business calls at the shelter
- Interact with clients and children at shelter
- Offer staff support and help with clients and/or children in the shelter

### **Prevention Programs & Community Education**

- Co-facilitate high school girl groups (Voices of Strength)
- Presentations for community organizations, agencies, service clubs and churches
- Represent NEWS at community events
- Distribute NEWS brochures and other material to agencies and businesses throughout the County

### **MyStrength Educator**

- Male volunteers only
- Provide 16-session workshops to high school young men
- Maintain paperwork

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