



ST. CROIX VALLEY

# Sexual Assault Response Team

## Volunteer Response Advocate/Intern Application Form

Instructions: Please complete this form as completely as you can to help us to understand your interests and qualifications as a prospective employee.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ How often do you check your email? \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Level of education completed: \_\_\_\_\_

Graduate \_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Are you eligible for employment in this country? Yes \_\_\_\_ No \_\_\_\_

Have you ever been accused or convicted of sexual assault or domestic violence? Yes \_\_\_\_ No \_\_\_\_

Do you have any experience in public speaking or teaching? Yes \_\_\_\_ No \_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have Computer skills? Yes No

Please check the applications in which you have experience in:

Word \_\_\_\_\_ Excel \_\_\_\_\_ Publisher \_\_\_\_\_ PowerPoint \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_ No \_\_\_\_

Do you have a car available to you? Yes \_\_\_\_ No \_\_\_\_

Any other skills you may have:

**TO BE COMPLETED BY THE APPLICANT: REFERENCES**

Please list two references you have known for at least one year. Relatives cannot be counted under this category. (For example: paid employment supervisors, volunteer experience, instructors, etc.)

_____ Name	_____ Name
_____ Address	_____ Address
_____ City, State, Zip	_____ City, State, Zip
_____ Home Telephone	_____ Home Telephone
_____ Business Telephone	_____ Business Telephone

**BACKGROUND INFORMATION**

**Have you ever been arrested or charged with anything other than a minor traffic offense?**

yes      no

**If yes, please explain:** \_\_\_\_\_  
\_\_\_\_\_

**Do you consent to a criminal background check?**     yes     no

**EMERGENCY CONTACT INFORMATION**

<b>Name:</b>
<b>Relationship:</b>
<b>Cell Phone:</b>
<b>Work Phone:</b>

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give St. Croix Valley SART, Inc. the right to contact and obtain information from all references, employers, education institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from the liability of SART and its representatives for seeking gathering and using such information and all other persons, corporations or organizations for furnishing such information

Signature

Date

\_\_\_\_\_

## PRE-INTERVIEW QUESTIONS

**Please use an addition piece of paper if necessary. You may also type and attach a separate sheet.**

1. Why do you want to work with victim/survivors of sexual assault/intimate partner violence?
2. Why would you be effective as a sexual assault/intimate partner violence advocate?
3. How would you respond if you felt another professional working with the victim dealt with a victim unfairly?
4. What experiences have you had which will best prepare you to be an effective advocate?

## **POSITION APPLING FOR (please circle)**

### **INTERNSHIP**

We offer limited internship opportunities for students currently pursuing degrees in social work, criminal justice, psychology and other human service programs. Please speak directly with the Advocacy Coordinator.

### **OFFICE VOLUNTEER/ EVENT VOLUNTEER**

#### **POSITION DESCRIPTION**

##### **POSITION OBJECTIVE:**

Be a part of the SART team on your own time and availability. Office and event volunteering is an as needed position. When help is needed in the office or for upcoming events you are who we call.

**RESPONSIBLE TO:** Advocacy Coordinator

##### **QUALIFICATIONS:**

- Minimum of High school graduate or GED equivalent; college education preferred.
- Interest/ experience or ability to work in a this specific environment
- Ability to work in an office that handles stressful and crisis base services.
- Ability to work with diverse populations; specific knowledge and expertise regarding special populations preferred.

**HOURS:** Open to availability

### **VOLUNTEER RESPONSE ADVOCATE**

#### **POSITION DESCRIPTION**

##### **POSITION OBJECTIVE:**

This is a part-time variable on call position involving 24-hour coverage including weekends and holidays. The On-Call Volunteer Response Advocate is responsible for providing immediate crisis intervention, emotional support, information and referrals to victims of sexual assault and domestic abuse through SART's 24-hour Crisis line and at during the medical forensic examination.

**RESPONSIBLE TO:** Advocacy Coordinator

##### **RESPONSIBILITIES**

- Respond immediately to crisis calls, ascertain the victim's immediate needs and provide crisis intervention and information and referral services.
- Encourage the victim to seek medical forensic examination and accompany, when appropriate.
- Provides emotional support, and comfort to the victim and victim's loved ones during the examination.
- Offer victims information, as appropriate, regarding local resources for immediate safety and/or shelter.
- Provide and discuss information provided in "After Sexual Assault" Booklet: Victims Bill of Rights, legal procedures, common feelings after sexual assault, Crime Victim Compensation.
- Assist Victim with completing the Crime Victim Compensation as appropriate.
- Discuss follow up services provided by the Advocacy Coordinator and obtain consent.
- Accompanies victim and provides emotional support during the police interview when appropriate.
- Supports overall mission of SART.
- Attends monthly/bi-monthly team building and staff meetings.
- Attends training opportunities as assigned.
- Maintains awareness and adheres to agency operating policies and procedures.

- Maintains harmonious working relationships with community, staff, volunteers, and clients.
- Performs related duties as assigned in a professional manner, within given timeframes.
- Works in cooperation with other staff and volunteers to insure quality programming.

**HOURS:**

On-call 6-8 eight hour shifts per month (1 shift = 8 hours)  
 Must submit two available weekend shifts per month

**QUALIFICATIONS**

- Minimum of High school graduate or GED equivalent; college education preferred.
- Interest/ experience or ability to work in a hospital Emergency Department or medical environment. Ability to work in stressful and acute crisis situations.
- Ability to work with diverse populations; specific knowledge and expertise regarding special populations preferred.

For the Volunteer position we have bi- monthly meetings, would you be able to attend?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you be able to work a minimum of 6-8 shifts a month? (1shift = 8hours) Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to work occasional holidays?

Please mark shifts that you would possibly be available: (you do not have to fit the exact times provided)

Shifts	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0000-0800 12am-8am							
0800-1600 8am-4pm							
1600-2400 4pm-11:59pm							