

# Maricopa County Attorney's Office Victim Services Division

## Volunteer/Intern Job Description

**Job Title:** Victim Advocate Assistant-All locations

**Description:** Assist advocates in providing assistance and services to victims of various crimes.

**Qualifications:** - Minimum age - 18 years

- Pass background check
- Valid Arizona driver's license and personal transportation to and from placement
- Ability to work effectively with victims in a mature, non-judgmental, and sensitive manner
- Ability to communicate well, both verbally and in writing
- Ability to relate well with the public and criminal justice personnel
- Follow verbal and written instructions
- Ability to make good, sound decisions
- Ability to work independently

**Responsibilities:** - Contact victim/witnesses of various crimes to:

- Provide case and criminal justice system information throughout the course of prosecution
- Check welfare of victims and make any necessary social service referrals
- Provide emotional support and empathetic/active listening
- Escort victims to court appearances as requested
- Assist in arranging transportation for victims to court or interview upon request by the victim or the attorney
- Schedule interviews upon the request of the attorney or advocate
- Utilize available computer systems to research case status
- Document all contact accurately in Victim Notification System

**Training:** - Successfully complete Victim Services Essentials Training

- On the job training
- Ongoing in-service training

**Commitment:** - Minimum of 6 months (volunteers) or one semester (intern)

- Minimum of 4 hours per week

For more information, contact the Volunteer/Intern Coordinator at (602)506-8522.