

Sanctuary Program Volunteer Questionnaire

Please answer the following questions as completely as possible. Feel free to include extra pages if you need additional space. If completing this questionnaire by hand, please print legibly. Thank you.

1. What experience do you have helping others, formally or informally?
2. List any special skills and/or interests that you would be willing to share with others as it relates to assisting victim/survivors of intimate partner violence (e.g. computer skills, graphic design skills, artistic skills, fundraising).
3. Why do you want to get involved in your organization's efforts to assist victims of intimate partner violence?
4. What do you think you can offer to victim/survivors of intimate partner violence?
5. Describe your own experience (if any) with sexual violence, harassment, stalking or domestic violence. What was the date(s) of the last incident(s).
6. Working closely with issues surrounding intimate partner violence can be stressful. Describe the types of support available to you.
7. What is the level of stability in your life? Have you recently experienced any major changes in your life (e.g. a move, career change, change in a significant relationship, loss of a loved one)?
8. Do you speak Spanish, French, Portuguese, or any other language?
9. What do you hope to gain from this experience?
10. Can you commit to being a volunteer to your organization for at least one year?
11. Is there anything else you would like us to know about you?

A CODE OF ETHICS FOR VICTIM ASSISTANCE PROVIDERS IN THE STATE OF NEW JERSEY

Definitions:

Crime victim assistance providers include paid and unpaid (and underpaid) individuals working in a variety of settings to respond to the mental, physical, financial, social, emotional, and spiritual needs of victims of crime and/or a crisis.

Crime victim assistance providers perform many roles: as advocate and supporter for individual victims, their families and communities; as educator to the public; as trainer to law enforcement and other professionals; as supervisor to volunteers and paid staff; as consultant to criminal justice personnel and health care providers; as administrator of crime victim service programs and grants; and as agents of change within systems, institutions, communities, counties and the state of New Jersey.

Typical services performed by crime victim assistance providers include: crisis intervention; assessment of victim needs; assistance with compensation and restitution applications; court accompaniment; information and referral; immediate, intermediate and long-term support services; case management; staff supervision; consultation with other professionals; education and training; legislative and policy reform; administration of crime victim service programs; grants and activities.

Crime victim assistance providers offer timely information and competent, appropriate services to victims and witnesses of crime. They develop collaborative relationships with victim advocates, criminal justice agencies, community-based organizations, and others to promote victim safety and recovery. They advocate for policies and procedures that give crime victims an influential voice and that hold offenders accountable for their acts and promote justice for victims.

The mission of crime victim assistance is:

- To provide social, emotional, informational and practical support to crime victims;
 - To promote justice for crime victims; To ensure a voice for crime victims;
 - To promote access for crime victims to a network of appropriate multi-disciplinary services; To advocate for social, systemic, institutional, and legal change on behalf of crime

victims. Objectives of crime victim assistance are:

- To ensure and increase the availability of competent, compassionate services for victims of crime and crisis, from the time of the criminal act and throughout its aftermath;
- To enhance victims' opportunities to participate in the criminal justice system and others by helping victims to be informed, present and heard at all critical stages of the justice process, and by promoting consideration of the impact of crime in all major justice decisions;
- To increase the coordination and collaboration of agencies, organizations, coalitions and groups

that assist victims to develop an integrated system while preventing duplication of services;

- To increase public knowledge of criminal victimization and its impact and promote sensitivity among lay and professional networks for community support, prevention and intervention; and
- To provide outreach and intervention for underserved victim populations, including those who are racial, ethnic or linguistic minorities, immigrants and refugees, victims of bias crimes, homeless persons, people with disabilities, prostituted persons, and others.

Core values for crime victim assistance include:

- Competence
- Integrity
- Professional responsibility
- Respect for people's rights, dignity and worth
- Concern for others' welfare
- Social responsibility

This Code of Ethics will guide and govern the conduct of victim assistance providers.

Crime victim assistance providers shall maintain high standards of competence, recognizing their own particular capabilities specialization, and limitation in expertise.

Crime Victim assistance providers shall:

- Only provide services and use techniques for which they are qualified by education, training, or experience.
- Exercise careful judgment and take appropriate precautions to protect the welfare of those with whom they work, under the guiding principle of “do no further harm”.
- Recognize the need for continuing education to keep informed of current knowledge and emerging developments in the field.
- Understand the importance of personal wellness and self-care for delivery of optimum services, and promote mutual support in relationships with colleagues and staff.
- Make appropriate use of professional, technical, administrative and community resources.
- Provide professional support, guidance and mentorship to victim assistance providers who are new to the field to promote consistent quality and professionalism in victim assistance.
- Ensure that volunteers have access to the training, supervision, resources, and support required in their efforts to assist clients.
- Share knowledge and encourage proficiency and excellence in victim assistance among colleagues and allied professionals, paid and volunteer.

Crime victim assistance providers shall promote integrity in practice, policy development, and community education.

Crime victim assistance providers shall:

- Be honest, fair, and respectful of others.

- Not make false, misleading or deceptive statements when describing or reporting their qualifications, services, research or teaching.
- Be honest and objective in fulfilling their commitments and communicating expectations of justice or service systems.

Crime victim assistance providers shall maintain professional standards of conduct, satisfy their own professional roles and obligations, accept appropriate responsibility for their behavior, and adapt their methods to the needs of different populations.

Crime victim assistance providers shall:

- Consult with, refer to, and cooperate with other professionals and institutions to the extent needed to serve the best interests of those served.
- Be concerned about the ethical compliance of their colleagues' professional conduct, both within their own programs and other programs in the field-
- Consult with colleagues to prevent or avoid their own unethical conduct and that of others.
- Avoid improper and potentially harmful relationships that blend personal and professional roles.
- Have no sexual relations with clients, current or past, in recognition that to do so risks exploitation of the knowledge and trust derived from the professional relationship.
- Report to supervisors any conflict of interest that prevents oneself from providing competent services to a client, or to work cooperatively with colleagues or allied professionals, or to be impartial in the treatment of any client.

Crime victim assistance providers shall respect the fundamental rights, dignity and worth of all people.

Crime victim assistance providers shall:

- Discuss with clients and others the nature of confidentiality and limitations of clients' right to confidentiality. Victim assistance providers should review with clients in instance confidential information may be requested and where disclosure of confidential information may be legally required. This discussion should occur as soon as possible in the advocate-provider relationship.
- Respect cultural, individual and role differences, including those related to race, ethnicity, language, sex, gender, age, sexual orientation, ability, social/economic status, education, marital status, religious affiliation, residency and HIV/AIDS status.
- Strive to be aware of their own histories, belief systems, biases, values, needs and limitations and the effect of these on their work.
- Unknowingly participate in or condone unfair discriminatory practices-

- Respect and promote the right of clients to self-determination and autonomy, except in the victim assistance provider's judgment, clients' actions or potential actions pose a serious, foreseeable, and imminent risk to themselves or others.
- Protect the confidentiality of clients when responding to requests from the media

Crime victim assistance providers shall contribute to the welfare of those with whom they interact professionally.

Crime victim assistance providers shall:

- Respond compassionately to each client with personalized services.
- Use empathy and other practical techniques to understand and address victims' concerns.
- Accept the client's account of events as it is related, withholding opinion or judgment, whether or not an offender has been identified, arrested, convicted or acquitted.
- Provide services to every client without attributing blame, regardless of the client's conduct at the time of the victimization or at any other stage of the client's life.
- Be aware of actual and/or perceived differences in power between themselves and others.
- Avoid abuse of their position.
- If one client's needs conflict with another's, act with professional regard to one client only after promptly referring the other to another qualified victim assistance provider.

Crime victim assistance providers are aware of their professional, legal, and social responsibilities to the community in which they work and live.

Crime victim assistance providers shall:

- Respect the laws of the State of New Jersey while working to encourage the development of laws and public policies that support the interests of crime victims.
- Apply and make public their knowledge of crime victim issues that contribute to human welfare and promote crime and violence interruption and prevention as a public service and adjunct to crime victim assistance and support.

I, the undersigned, hereby certify that I have read and agree to follow the Code of Ethics for Crime victim Assistance Providers in the State of New Jersey.

Print Name:

Signature:

Date:

Adapted from the Code of Professional Ethics for Victim Assistance Providers, National Organization for Victim Assistance, adopted by the NOVA Board of Directors, April 22, 1995, the National Association of Social Workers Code of Ethics, approved by the 1996 NASW Delegate Assembly and revised by the 1999 NASW Delegate Assembly, and Standards for Victim Assistance Programs and Providers, National Victim Assistance Standards Consortium, May, 2003.

ESSEX COUNTY PROSECUTOR'S OFFICE OF VICTIM-WITNESS ADVOCACY SANCTUARY PROGRAM JOB DESCRIPTION

THE ROLE OF THE PROGRAM VOLUNTEER

The role of the volunteer is to provide information and resources, normalize the reactions of those in crisis, and give unbiased emotional support to victim/survivors of intimate partner violence (domestic violence, sexual assault, child abuse, stalking, and homicide) and their families. Through training and on-going education, volunteers will enhance their existing skills sets and learn new ones to offer professional and compassionate crisis intervention services to the Essex County community.

QUALIFICATIONS FOR WOMEN AND MEN

1. 21 years of age or older
2. Settled in a job, educational program, and/or home situation
3. Has a car in good working condition or other reliable transportation
4. Has a working landline phone or cell phone
5. Has no current personal upheavals that might obstruct work with crime victims

TRAINING

Sanctuary Program volunteers are required to attend either an **80-hour BASIC** or a **40-hour ADVANCED** training program scheduled on distinct weeknight evenings to accommodate most work schedules. The training thoroughly prepares volunteers to handle crisis referrals and assist victim/survivors of recent (and historic) intimate partner violence. Moreover, it provides culturally specific information to community residents living in Essex County and those residing outside its borders. Periodic educational in-service meetings keep volunteers up to date on new developments and provide ongoing support for this challenging role.

REFERENCES

Prospective volunteers will be required to submit three (3) references before their acceptance in the training program is granted. If the volunteer will be providing crisis intervention services through his/her church, mosque, or synagogue, then one of these references must be from a member of his/her home presbytery. References will be asked to complete and submit a brief questionnaire about the volunteer and provide insight as to the volunteer's suitability for the program.

**Essex County Prosecutor's Office of Victim-Witness
Advocacy Sanctuary Program
Volunteer Application**

(Please Print Legibly)

BASIC CLASS (80-HOURS)

ADVANCED CLASS (40-HOURS)**

DATE:

FULL NAME:

STREET ADDRESS:

TOWN/CITY/STATE/ZIP CODE:

HOME PHONE:

CELL PHONE:

EMAIL:

NAME OF CHURCH / MOSQUE / SYNAGOGUE / MUNICIPAL POLICE DEPARTMENT / ORGANIZATION (PICK ONE):

NAME OF PASTOR / IMAM / RABBI / POLICE CHIEF/ ORGANIZATION HEAD OR SUPERVISOR:

HOW DID YOU HEAR ABOUT OUR PROGRAM?

CURRENT EMPLOYER:

WORK ADDRESS:

TOWN/CITY/STATE/ZIP

CODE: WORK PHONE:

EMERGENCY

CONTACT: ADDRESS:

TOWN/CITY/STATE/ZIP CODE:

HOME PHONE:

CELL PHONE:

EMAIL:

**** MUST HAVE COMPLETED NO LESS THAN 40 HOURS OF SPECIFIC IPV/DV PROGRAM TRAINING TO ATTEND THE
ADVANCED COURSE. PLEASE ATTACH YOUR TRAINING CERTIFICATE TO YOUR APPLICATION FOR REVIEW**

**Essex County Prosecutor's Office of Victim-Witness Advocacy
Sanctuary Program
References**

Please list three references we may contact to attest to your suitability for program participation, giving complete and current addresses and phone numbers. If you plan to participate as a member of your congregation or mosque, or at your workplace, please include the name of pastor/priest/imam/rabbi and/or your immediate supervisor as one of your references. Please type or print legibly. Thank you.

Name: _____ Relationship: _____

Address: _____

Phone (Home): _____ Phone (Work): _____ Phone (Cell): _____

Email: _____

Name: _____ Relationship: _____

Address: _____

Phone (Home): _____ Phone (Work): _____ Phone (Cell): _____

Email: _____

Name: _____ Relationship: _____

Address: _____

Phone (Home): _____ Phone (Work): _____ Phone (Cell): _____

Email: _____

**Sanctuary Program
Volunteer Certifications**

Read each of the following and sign where appropriate, **in the presence of a notary public.**

- A. I, the undersigned volunteer, hereby certify that the information submitted on this application is true and accurate. I further certify that the information reported on any enclosures is true and accurate.

Signature of the Volunteer _____ Date

- B. I, the undersigned volunteer, hereby certify that I have never been accused, charged with, or convicted of any disorderly or petty disorderly offense(s) stemming from an act of violence or threat thereof, any felony, or any other criminal act(s) with respect to a child or adult. ***

Signature of Volunteer _____ Date
(Attach an explanation for any convictions)

- C. I, the undersigned volunteer, hereby certify that I have read and agree to follow the attached Code of Professional Ethics for Victim Assistance Providers in the State of New Jersey.

Signature of Volunteer _____ Date

- D. I, the undersigned volunteer, hereby certify that I have never been terminated or offered my resignation from a volunteer or paid position due to conduct that is in violation of the attached Code of Professional Ethics for Victim Assistance Providers in the State of New Jersey.

Signature of Volunteer _____ Date

- E. I, the undersigned volunteer, hereby certify that I have read and understand the components of the Sanctuary Program's Memorandum of Understanding.

Signature of Volunteer _____ Date

- F. I, the undersigned volunteer, hereby certify that I understand the above statements and, if approved for admission into the Sanctuary Program, I will seek to complete no less than ten (10) hours of continuing education relevant to assisting victims of intimate partner violence during the next two (2) years.

NOTARIZATION:

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

(*** Be advised that all applicants are subject to a criminal history background check and a personal interview)

**Essex County Prosecutor's Office of Victim-Witness Advocacy
Sanctuary Program
Volunteer Memorandum of Understanding**

RESPONSIBILITIES OF THE VOLUNTEER:

1. To maintain strict confidentiality to protect the privacy of all clients
2. To attend all parts of the initial crisis intervention **80-hour basic / 40-hour advanced** training
3. To make at least a one year commitment to the volunteer's home organization
4. To provide appropriate, culturally sensitive information, referrals, and/or emotional support to anyone seeking assistance through the volunteer's home organization
5. To never enter into a professional or personal relationship with a program client
6. To never go to a victim/survivor's home or scene of the alleged crime without having a police escort AND contacting the volunteer's home organization's lead contact person or his/her representative
7. To report a brief description of each response to the volunteer's home organization's lead contact person within 72 hours of the initial contact with the victim/survivor
8. To report any incident of child abuse, sexual or physical, (age 17 and younger) or alleged or suspected child abuse to the New Jersey Division of Child Protection and Permanency (DCPP) and law enforcement immediately after receiving disclosure, as required by law.
9. To conduct follow-up on referrals when appropriate and provide information regarding that follow-up to the volunteer's home organization lead contact person

RESPONSIBILITIES OF THE ESSEX COUNTY PROSECUTOR'S OFFICE VICTIM-WITNESS STAFF:

1. To provide an initial, intensive **80-hour basic / 40-hour advanced** training program for volunteers, as well as follow-up training and technical support in specific areas to enhance the volunteer's job performance and skills
2. To provide support services to volunteers in the areas of information and referral, back-up advocacy, and crisis/short-term empathetic inter-personal counseling techniques as it pertains to the volunteer's role as advocate
3. Other program and supportive activities/responsibilities, as discussed and agreed upon

**ECPO Office of Victim-Witness Advocacy
Sanctuary Program Volunteer's Memorandum of Understanding
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I understand and agree to accept the responsibilities outlined above. I further understand that CONFIDENTIALITY is the primary task of all volunteers; therefore, I will only discuss referrals made to my organization's program/ministry with other program volunteers or Essex County Prosecutor's Office's unit staff.

Date:

Volunteer:

Victim-Witness Coordinator:

