

**Area Agency on Aging of Pasco-Pinellas, Inc.
Senior Victim Advocate Program**

JOB TITLE: Senior Victim Advocate Program Volunteer/Intern

JOB STATUS: Part Time, Voluntary (Non-Paying Position)

JOB SUMMARY: Provides victim assistance to elderly crime victims directly or indirectly through activities which support the Senior Victim Advocate Program

REPORTS TO: Victim Advocate or Victim Advocate Program Manager

RESPONSIBLE FOR: No other staff

PRIMARY DUTIES:

Duties and Responsibilities: (x) = Estimated percentage of time

- Follow up contact with victims to assist the victim advocate's plan of service for victims as needed. (25%)
- Refers clients to appropriate community resource agencies. (20%)
- Acts as liaison between the victim and the State Attorney's Office, law enforcement agencies and community agencies when necessary. (10%)
- Assists victims to file for Victim Compensation, including help with gathering supportive documents. (5%)
- Escorts elderly victims to court related activities as needed. (10%)
- Provides clerical assistance to maintain victim files, program records and data entry. (15%)
- Maintains the collection and distribution of Senior Safety cell phones for distribution to victims Phone Project. (5%)
- Performs related tasks as assigned or required. (10%)

GENERAL QUALIFICATIONS:

Have an open, non-judgmental attitude towards victims. Ability to communicate effectively with genuine concern, empathy and compassion. Ability to relate well to the public, and represent the Area Agency on Aging in a professional manner. Some knowledge of community resources. Ability to work with older adults. Knowledge of MS Office and Internet is beneficial. Volunteers with prior experience as a victim advocate or similar professions as well as interns who are candidates for bachelor's or master's degree in Psychology, Social Work, Sociology, Gerontology, Criminal Justice, Criminology or a candidate pursuing a Degree in Law will be encouraged to provide direct assistance to victims with the training and supervision of the Victim Advocate.

TRAINING & ORIENTATION:

Training will be provided, as needed, regarding services of the Area Agency on Aging and community resources relevant to seniors.

Revised 2-18-16