

Volunteer Advocate Contract
(adapted for this replication guide)

Responsibilities of the **volunteer advocate** include the following:

- Maintaining strict confidentiality with each case to protect the privacy of all clients served.
- Attending all parts of the initial advocacy training.
- Attending monthly meetings and inservice presentations (alerting appropriate persons if unable to attend).
- Making a minimum 1-year commitment to the program.
- Being on call, by phone or pager, according to a monthly on-call schedule. Being drug- and alcohol-free while on a shift or backing up a shift. Calling the shelter at the start of the shift to verify the on-call phone number.
- Providing information, referrals, or emotional support over the phone for hotline callers, and responding in person at the hospital to assist survivors of sexual assault.
- Not entering into any professional relationship with a client other than as an advocate. Never going to a victim's home or the scene of the alleged crime without having a police escort and contacting the program supervisor.
- Reporting briefly on each case to office staff at the beginning of the next working day.
- Providing a written report with details of each case within 48 hours of the call.
- Reporting any incident of child sexual abuse (age 17 or younger) or alleged/suspected child abuse to Child Protective Services and law enforcement immediately after receiving a disclosure.
- Consulting with office staff before maintaining ongoing involvement in any case.
- Following up on cases when appropriate and providing data on that followup to the program supervisor.

Responsibilities of the **rape crisis center staff** include the following:

- Providing a 2-day introductory training for volunteer advocates, as well as followup training and supervision in specific areas to enhance advocate job performance.
- Providing debriefing and supervision to advocates in the office and via phone during and after the immediate crisis in which they are involved, as appropriate.
- Providing support services to advocates in the areas of information, referral, backup advocacy, and short-term personal counseling pertaining to their role as an advocate.
- Providing evaluations pertaining to an advocate's performance at the request of the advocate or supervisor.
- Other responsibilities as agreed upon.

To maintain confidentiality, the advocate agrees to use only office staff for consultation on cases. The advocate understands that if this contract is broken, her or his services with the rape crisis center will be terminated.