



## **FJC Intake Support Volunteer**

The FJC Intake Support Volunteers are an essential part of FJC operations and Safelight's mission. Volunteers appear in Henderson County District Court to identify potential clients, conduct intakes with such identified persons, explain services available through Safelight, and connects victims with FJC advocates. The volunteer will talk to victims of domestic violence who come in to file a restraining order (50B) and may help the victim file the action if s/he has not yet done so. The FJC Intake Support volunteer does not provide accompaniment and/or case management beyond the initial meeting of a potential client, unless otherwise requested by staff. Volunteers report to the lead FJC Client Advocate and Safelight's Volunteer Coordinator.

### *Volunteer duties are as follows:*

- Appear in court between 9 am – 12 pm or 1 pm – 3 PM.
- Identify potential clients through criminal court docket identification, civil court docket identification, new arrests, and/or new protection order request appearances.
- Complete FJC intake paperwork and return to FJC Client Advocates.
- Provide brief overview of next steps in court process to victims.
- Provide overview of services available through Safelight and identify the initial services for which the individual is requesting assistance.

### *Volunteer qualifications:*

- Demonstrated knowledge of interpersonal violence, sexual violence and child abuse issues, and a commitment to serve victims in our community.
- Sound understanding of criminal court proceedings and civil court proceedings for protection orders for victims of abuse and violence.
- Ability to work with people of diverse racial, ethnic, cultural, and socio-economic backgrounds, and those with a various gender and sexual identities.
- Ability to comply with Safelight's mission to practice trauma informed care in all interactions with clients.
- Demonstrates excellent listening and communication skills.
- Experience in working with victims, within or outside of the criminal justice system and court process is preferred but not necessarily required.