



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.

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