



Maricopa County Attorney's Office Victim Services Division

Volunteer/Intern Job Description

- Job Title:** Evening Victim Advocate Assistant – Downtown Phoenix and Southeast (Mesa) locations
- Description:** Provide assistance and information to victims of various crimes through after-hours telephone contact
- 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
 - Follow verbal and written instructions
 - Ability to make good, sound decisions
 - Ability to work independently
- Responsibilities:**
- Contact victims of various crimes telephonically to:
 - Provide case, victims' rights, and Criminal Justice System information
 - Check welfare of victims and make any necessary social service/criminal justice referrals
 - Provide emotional support and empathetic/active listening
 - Utilize available computer systems to research case status
 - Document all contacts accurately in Victim Notification System
- Training:**
- Training
- Successfully complete Victim Services Division Essentials
 - On the job training
 - Ongoing in-service training
- Commitment:**
- Minimum of 6 months (volunteer) or one semester (interns)
 - 3 hours per week

For more information, contact the Volunteer/Intern Coordinator at (602)506-8522.