



THE
CENTER
FOR
WOMEN
AND
FAMILIES

VOLUNTEER CODE OF ETHICS

Mission Statement

The Center for Women and Families helps victims of intimate partner abuse or sexual violence to become survivors through supportive services, community education and cooperative partnerships that foster hope, promote self-sufficiency and rebuild lives.

Vision

The vision of The Center for Women and Families is to eliminate intimate partner abuse and sexual violence in our community.

Core Values

These are deep seated beliefs and standards that influence and drive every aspect of how we approach our mission:

- C**ompassion
- A**ccountability
- R**espect and Dignity
- E**xcellence in all we do

Volunteer Job Title

Volunteer Advocate

Contact

Volunteer Coordinator, (502) 581-7276

Supervised by

The Center for Women and Families Staff

General Function

With the supervision of staff, to provide a full range of services to survivors of intimate partner abuse and sexual violence.

Volunteer Opportunities

Hospital Volunteer Advocate / Available on an on-call basis to victims of intimate partner abuse and sexual violence at area hospital emergency rooms and The Center's Sexual Assault Nurse Examiner (SANE) Clinic.

Court Volunteer Advocate / Support individuals by collecting information and accompanying clients to family court hearings regarding protective orders.

Children's Volunteer Advocate / Participate in small group activities to build self esteem, tutor, provide one-on-one time and assist on field trips.

Community Outreach Volunteer Advocate / Educate community audiences about The Center's mission through information-sharing opportunities that dispel myths and increase knowledge.

Kitchen Volunteer / Assist in preparing food, serving and cleaning up after lunch and/or dinner in our residential kitchen.

Minimum Requirements

Direct client service volunteers must be 18 years of age or older with a high school diploma or equivalent, and must complete a volunteer application, interview with Volunteer Coordinator, agree to reference and background checks, sign a pledge of confidentiality and complete an initial 40-hour training which includes agency history, philosophy, structure, and dynamics of intimate partner abuse and sexual violence. Volunteers must complete 10 hours of continuing education annually.

Applicants may be 15 years of age or older to be Kitchen Volunteers or Children's Volunteers. For service learning opportunities, volunteers need to have completed their freshman year of high school.

Volunteer Selection Process

The Center for Women and Families is deeply appreciative of our volunteers. We could not provide client services on a 24/7 basis without the dedicated volunteers who generously give their time and talents. However, because of the serious nature and need to protect the confidentiality of our clients, we must exercise the utmost care in screening and selecting those who ultimately become our volunteers. The Center for Women and Families needs to attain and retain the best volunteers, as they offer direct services to our clients and represent the organization's image in the community. In order to help make this difficult decision, the following guidelines have been established:

- Applicant must complete and return a volunteer application.
- Applicant must complete all training sessions.
- If concerns develop during the interview and/or training process, applicant may be asked to sign release authorizations, as needed, to check criminal records, mental health records, etc.
- Applicants must provide three personal references.
- At the discretion of the Volunteer Coordinator applicant may be asked to focus on non-client related volunteer opportunities or to hold off volunteering in any capacity until they are reassessed for their readiness to volunteer.
- If applicant has experienced domestic violence and/or sexual assault, we ask that the applicant be at a healthy place in their own recovery so as to offer the most effective support to others.
- Applicant's acceptance is based upon the satisfactory fulfillment of the above listed items and the recommendation of the Volunteer Coordinator in consultation with other staff.
- The Center for Women and Families reserves the right to decline the offer of volunteer assistance and to terminate a volunteer at the discretion of the Volunteer Coordinator.

Termination Of Volunteers

Volunteers will be asked to discontinue their service with The Center for the following reasons:

- Breach of client confidentiality.
- Continued failure to fulfill monthly commitment without reasonable explanation.
- Persistent indications of attitudes/feelings incompatible with those of The Center for Women and Families.

Termination is a last resort action, taken only if the situation cannot be resolved through open and direct communication between Volunteer Coordinator and volunteer.

Substance Abuse Policy

The Center for Women and Families prohibits its employees, volunteers and consultants from consuming, selling, purchasing, transferring or possessing alcohol, illegal or non-prescribed drugs on The Center's premises. Employees, volunteers and consultants are strictly prohibited from reporting to work under the influence of alcohol, illegal or non-prescribed drugs.

Equal Opportunity Policy

The Center for Women and Families does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, gender identity, familial status or disability in employment (paid or voluntary) or in the provision of services.

Volunteer Grievance Procedure

If a volunteer has a problem or disagreement with a policy of The Center, procedure or staff person, contact the Volunteer Coordinator to discuss and resolve the matter.