



OFFICE OF THE  
**DISTRICT ATTORNEY**  
COUNTY OF SHASTA



Crime Victim Assistance Volunteer  
Job Description

**Stephen S. Carlton**  
*District Attorney*

**Stephanie A. Bridgett**  
*Chief Deputy District Attorney*

Title: **Volunteer-Crime Victim Assistance Center**  
**1355 West St**  
**Redding, CA 96001**  
**530-225-5220**

Component: Crime Victim Assistance Programs

Supervisor: Crime Victim Assistance Program Coordinator and Advocate Supervisor

Working Hours: Volunteers work a minimum of four hours, and if desired a maximum of forty hours per week, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Positions are located in Advocacy and Claims areas at the Shasta County District Attorney Crime Victim Assistance Program.

Qualifications: Ability to communicate with empathy and concern. Must be patient, nonjudgmental, and able to demonstrate sensitivity to the cultural/ethnic diversity of the service population. Volunteer should have an understanding of the needs of special populations. Must always maintain client confidentiality.

Job Summary: May assist in providing support for victims of crimes through crisis intervention, emergency assistance, orientation to the criminal justice system, restitution assistance, court accompaniment, outreach phone calls and letters, referrals to other community resources or community events

Level of Supervision: Works under supervision by the Crime Victim Assistance Center Supervisor following established agency and program policies and procedures. Each year volunteers will participate in a cooperative evaluation process. Training will be provided for volunteers.

Principal Duties and Responsibilities:

- \*Provide court related assistance to victims and witnesses of crime and their families;
- \*Work with law enforcement, investigators and Deputy District Attorneys;
- \*Provide follow-up support and appropriate referrals;
- \*Conduct outreach to victims of crime;
- \*Provide orientation to the criminal justice system;
- \*Assists with special projects as needed;
- \*Promotes best interest of agency.

Prepared/Reviewed 9/14