



Manor Police Department

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Volunteer Posting

Position: *Victim Services Volunteer*

Effective Requirements for Position (01/23/2019)

The City of Manor Police Department is accepting applications for a Victim Services Volunteer.

Objective:

To provide direct services to individuals affected by crime and crisis circumstances to reduce the impact of trauma and enhance the ability for individuals to rebuild their lives.

Description:

Victim Services Volunteers assist staff on the front lines of crisis intervention. Our volunteers provide immediate and/or follow-up response to victims of family violence, sexual assaults, child/elder abuse, aggravated assaults, robberies/burglaries, suicides, and death notifications.

Key Responsibilities:

Responsible for crisis intervention, assistance with exercising constitutional/statutory rights, establishing/maintaining personal safety, assistance with CVC applications, referrals to community agencies, documentation and reports. May serve as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel.

Qualification Requirements:

We accept volunteers of excellent moral standing who have the sensitivity required to provide effective assistance to those in crisis. Volunteers must be 21 and older, submit to a background check, have reliable transportation, and a working cell phone. Time commitment requires a schedule that allows for at least 16 hours each month to be dedicated to the program, with availability during the week between the hours of 8am and 5pm.

Time and Length of Commitment:

6 Months

Benefits:

Participating in our volunteer program is an excellent opportunity to gain experience in crisis intervention, learn about the criminal justice system/law enforcement response, and enhance knowledge of community resources while performing a needed and rewarding service.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Note:

Applicant must perform all of the above duties and responsibility without any bias or prejudice against any person on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, genetic information, or any other characteristic protected by law.

Applicant Process:

Interested parties shall submit a City of Manor volunteer application. A selection of eligible candidates will be made based on qualifications, an interview process will be held, and a personal history background packet along with drug screening will be requested of selected applicants.

THE CITY OF MANOR POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER