Volunteer Position Description

Title: Domestic Abuse Response Team (D.A.R.T)

Department or Team: Domestic Violence Advocate

Description of Role: To assist the Family/Youth Advocate with crisis intervention and support to victims of domestic violence after there has been police involvement, and throughout the duration of the court case/process.

Primary Responsibilities:

- Assisting the Advocate with follow-up phone calls to victims, and other office duties
- Assisting victims brought to the police station following a domestic violence incident
- Occasionally meeting the victim at a safe location in the field to provide support after a domestic violence incident
- Must be able to work occasional weekday or weekend evenings (shifts available both during day and evening)
- Must be able to attend monthly meetings
- Must be able to do at least 1 shift per month (each shift averages 2-4 hours)

Secondary Responsibilities:

- Interact with City Staff and the public in a professional and respectful manner.
- Utilize the Cityûs online database to log all volunteer hours.

Skills Needed/Requirements:

- Must complete 20 hours of required training, including a patrol officer ride-along
- Willingness to learn and follow all procedures/protocols
- Project a professional image/positive attitude
- Ability to maintain calm in stressful situations
- Willingness to wear City Volunteer identification
- Must have a valid driverûs license and proof of insurance
- Must have access to a personal vehicle and agree to abide by the applicable rules as outlined in the Cityûs Volunteer Handbook
- Must possess strong listening and problem solving skills
- Ability to work independently
- Ability to successfully complete criminal history/background check including a C.V.S.A. which is similar to a polygraph to be considered for this position

Minimum Age: 21

Court Ordered: Not accepted

Updated July 2015; program description updated 2019

gains valuable involvement from the community to prevent domestic violence and to increase public safety.

VOLUNTEER TRAINING

DART volunteers receive 20 hours of training, as well as a patrol officer ride along. New volunteer training topics include an orientation to the Kirkland Police Department, DV 101, domestic violence laws, the criminal justice system, community resources, safety planning, radio usage, crisis intervention procedures, the effects of domestic violence on children, etc.

Monthly meetings are scheduled to provide an opportunity for DART volunteers to debrief, discuss past events, and to obtain continuing education and training. Monthly meetings are scheduled from approximately 6:00pm-8:00pm.

VOLUNTEER COMMITMENT AND REQUIREMENTS

DART volunteers must commit to serving one shift per month, for a minimum of 1 year. All DART volunteers must successfully complete a screening process that includes in-person interviews, references checks, a national background check and orientation. Additionally, volunteers must complete 20 hours of training and attend monthly meetings. Volunteers must have a valid Washington State Driver's License, be an insurable driver, be 21 years of age or older, and pass a Kirkland Police Department background check, which does include a Computer Voice Stress Analyzer test—similar to a polygraph exam. This additional background check is because Police Department volunteers have access to very sensitive information.

Other desired qualities are:

Commitment to assisting victims and families of domestic violence
Strong listening and problem solving skills
Knowledge and understanding of the dynamics of domestic violence or related crisis intervention issues (Chemical dependency, sexual assault, mental health, working with children, etc.)
Prior social work experience preferred
Bilingual candidates encouraged to apply
Ability to work independently

APPLICATION PROCESS

1. **By April 15, 2019**, the volunteer candidate must complete an Online DART Volunteer Application, plus return a completed DART Application Addendum to Patrick Tefft: ptefft@kirklandwa.gov
2. Patrick Tefft will check references, a national background check and conduct a preliminary in-person interview.
3. If applicant successfully passes the preliminary interview, background check and references, applicant will be contacted by the police department and a second interview, a background check, and a Computer Voice Stress Analyzer (similar to a polygraph test) will be scheduled.
4. Applicants accepted for the position will be notified of such via telephone or mail. The pending volunteer will be expected to attend an initial training course (20 hours) that is preliminarily scheduled to occur Summer 2019--and will begin volunteer assignment only upon successful training completion.

Questions: Please contact Patrick Tefft, Volunteer Services Coordinator: 425-587-3012 or ptefft@kirklandwa.gov.
Patrick's work week is generally Mon, Tues and Thursday.

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