

# empower HOUSE

SUPPORTING SURVIVORS OF DOMESTIC VIOLENCE

VOLUNTEER APPLICATION

FORMERLY RCDV SERVING THE FREDERICKSBURG AREA SINCE 1978

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Home; Work; Cell (Circle) DOB: \_\_\_\_\_

E-mail: \_\_\_\_\_ (My communication with you will be via email, please make sure I can read this email—thank you!)

How did you hear of our volunteer program? \_\_\_\_\_

Have you ever been convicted of a law violation(s), including moving traffic violations but excluding violations before your 18<sup>th</sup> birthday?  Yes  No. If yes, list all and explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **EMERGENCY CONTACT**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Do you have any special needs/requirements? Please list: \_\_\_\_\_

## **EDUCATION LEVEL**- Degree(s) and major field of study (if applicable):

Level: \_\_\_\_\_ Degree(s): \_\_\_\_\_

Hobbies: \_\_\_\_\_

## **SKILLS (Please Circle)**

\_\_\_ Computer; \_\_\_ Drawing; \_\_\_ Photography; \_\_\_ Graphics/Design; \_\_\_ Public Speaking; \_\_\_ Bi-lingual; Other: \_\_\_\_\_

## **VOLUNTEER OPPORTUNITIES/AREA OF INTEREST**

\_\_\_ Hot Line \_\_\_ Shelter \_\_\_ Court Advocacy \_\_\_ Reception  
\_\_\_ Support Groups for \_\_\_ Adults or \_\_\_ Children  
\_\_\_ Fresh Start (Batterer's Intervention) for \_\_\_ Men or \_\_\_ Women  
\_\_\_ Group Maintenance (clerical) \_\_\_ Major Mailings  
\_\_\_ Fund Raising/Special Events

**REFERENCES**

Please have 2 people complete the reference forms ([www.empowerhouseva.org](http://www.empowerhouseva.org)) for you and return to [office@empowerhouseva.org](mailto:office@empowerhouseva.org) or fax to 540-373-0794.

**CERTIFICATION**

I certify that the above statements are true to the best of my knowledge.

Signature: \_\_\_\_\_

Return completed application to:

Email: [office@empowerhouseva.org](mailto:office@empowerhouseva.org);

Fax : (540) 373-0794

Mail: Empowerhouse, P.O. Box 1007, Fredericksburg, VA 22402 ATTN: Tammy Torres

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## Volunteer Training Guidelines

All Empowerhouse volunteer activities require completion of the agency's 40 hour training which is offered 3 times per year, usually held in January/February, May/June, and September/October. The Volunteer Coordinator will recruit trainers from current staff, former staff, and local professionals to provide information on the following topics:

1. The history, philosophy and structure of Empowerhouse, as well as the services offered
2. Empowerhouse Policies and Procedures
3. Confidentiality
4. Definition and dynamics of domestic violence
5. Empowerment, advocacy, communication, crisis intervention skills and safety planning
6. Information on community resources
7. Legal information regarding domestic violence
8. General ethical standards related to human services.
9. The effects of Domestic Violence on Children

Volunteer specialties will require additional training with appropriate staff, as indicated below:

1. Children's Services - meet with Children's Advocate
2. Shelter Clients/Crisis Calls - meet with Shelter Services Coordinator
3. Fresh Start Services – meet with Fresh Start Coordinator
4. Court Advocate (Legal)- meet with Court Advocate Coordinator
5. Office/Clerical – meet with appropriate staff

Volunteers working directly with clients will be advised of, and encouraged to participate in, regular in-house agency staff trainings, as well as other trainings that may be pertinent to their particular volunteer interests or specialties.

**\*In the event that it is not convenient or expeditious for a new volunteer to complete the formal volunteer training, then the following should be used as a guide:**

1. The volunteer will meet with the Assistant Director to discuss assignment, time sheets and expectations.
2. The volunteer will sign a Confidentiality Agreement, and complete a criminal background check.
3. The agency staff will determine a schedule of appropriate training. This training can be done with minimal staff time through the use of videos and/or individual time with the volunteer.

Some volunteer tasks that *might* meet the above conditions are donation pick-ups; sorting in-kind donations; general office/clerical; special event support; transportation.

***\*These volunteers will be strongly encouraged to attend the next formal training when it is offered as they will be unable to work directly with clients without completing this training.***

Signature: \_\_\_\_\_

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## Empowerhouse

### CONFIDENTIALITY COMMITMENT

I, \_\_\_\_\_, agree to uphold the Code of Ethics of Empowerhouse, to act in accordance with the Code of Ethics of Empowerhouse and to comply with the policies and procedures governing Empowerhouse services.

I further agree:

1. That my interactions with clients will be of a professional/helping nature. I understand that I am an advocate for the client and have an obligation to assist the client in securing appropriate services. I understand that in order to avoid exploiting client dependency, I must empower the client to make constructive decisions.
2. That I will actively attempt to understand the diverse cultural backgrounds of the clients whom Empowerhouse serves. Empowerhouse will not condone or engage in discrimination toward clients or members based on age, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.
3. That whenever possible, as a member of the Empowerhouse staff or as a volunteer I must make every effort to avoid dual relationships with clients that could impair professional judgment or increase the risk of harm to the clients.
4. That I will not engage in any type of sexual relationship or intimacy with clients and will not counsel clients with whom I have had a sexual relationship or intimacy. Furthermore, I will not engage in a sexual relationship or intimacy with a former client for a minimum of two years after terminating the relationship.
5. That I will not discuss with clients any of the business conducted in staff meetings.
6. That I will not disclose the location of the shelter to any unauthorized person.
7. That I will not discuss one client with another client.
8. That I will not confirm or deny the presence of any resident or the participation of any non-resident victim services client or children in the Empowerhouse programs. Furthermore, unless a victim services client's safety, or that of his or her children, is in question or laws have been broken, information about victim services client contact with Empowerhouse will not be shared with individuals or agencies, except with a signed release from the client specifying that agencies are to receive information. Unless a client is court ordered to Fresh Start meetings, only information that reflects positively on the client's character and is considered to be in her best interest will be released. We have an obligation to provide accurate information to court systems about all court-ordered clients.
9. That I will not discuss, outside staff meetings, any incident by which someone could be identified; nor will I use the names of any client past or present in public without his/her consent.
10. That, unless laws are being broken or human safety is jeopardized, I will not release information about a victim services client without a signed release form.
11. That individuals participating in victims services must be fully informed about all aspects of services prior to their consents to receive these services. Information can only be withheld when such information would cause harm to the victim services clients or other individuals. The decision to withhold such information must be made with the advice and consent of a program coordinator, the Executive Director, or an Officer of the Board.
12. That confidentiality will be broken under only five (5) circumstances:
  1. There is a threat of injury to self.
  2. A threat has been made against the safety of another.
  3. There is reason to suspect an individual is in danger.
  4. A court order has been issued for the information.

I further agree that the clients will be informed of these limits to confidentiality.

13. That I will inform clients of their need for confidentiality among themselves and, if possible I will attempt to inform the client of any necessity to release any information concerning him/her.
14. That a client's records, or those of his/ her children, will be made available to him/her upon written request; will be honored within 48 hours and the review of the records will be carried out in the presence of an Empowerhouse staff member.
15. That any victim services client, male or female, will receive full confidentiality considerations.
16. That any research conducted at Empowerhouse will follow the guidelines set forth in the Empowerhouse Code of Ethics.
17. That I will consult with a program coordinator, the Executive Director, or an Officer of the Board if I need clarification and that on technical issues they will consult Empowerhouse's legal advisor.
18. That I understand that if I violate these confidentiality guidelines, it will mean dismissal from my responsibilities and position as an Empowerhouse staff member or volunteer.

Having read carefully all of the foregoing, I do agree to these terms and conditions this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Signature

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