

Kawartha/Haliburton Victim Services

(Formerly VCARS of Victoria County)

c/o O.P.P., 2820 County Road # 48
P.O. Box 94, Coboconk, Ontario. K0M 1K0
Phone: 705-454-1884 or 1-800-574-4401; Fax: 705-454-9458
Email: vcars@nexicom.net
Website: www.victim-services.org

BOARD/VOLUNTEER INFORMATION FORM

NAME: _____

(PLEASE PRINT)

ADDRESS: _____

TELEPHONE: (Day) _____ (Evening) _____

EMAIL: _____ **FAX:** _____

DRIVER'S LICENCE #: _____

OCCUPATION: _____

EDUCATION/EXPERIENCE: _____ **Resume Attached? (Please circle) YES / NO**

HOW RECRUITED:

PAST AND/OR PRESENT VOLUNTEER EXPERIENCE:

ASSOCIATION/CLUB MEMBERSHIPS (Past & Present):

OTHER LANGUAGE SKILLS:

(All sections of this application must be completed to be considered for interview)

Kawartha/Haliburton Victim Services

(Formerly VCARS of Victoria County)

BOARD/VOLUNTEER INFORMATION FORM

SKILLS, HOBBIES, INTERESTS:

VOLUNTEER WORK DESIRED:

“MINIMUM 45 HR. TRAINING FOR THE VICTIM SERVICE PROGRAM IS MANDATORY FOR ALL FRONT LINE VICTIM SERVICE VOLUNTEERS”

ARE YOU WILLING TO COMMIT TO ON-GOING BOARD/VOLUNTEER TRAINING AS DEEMED NECESSARY? (Please circle) YES / NO

VOLUNTEER TIME AVAILABLE: (Please circle all that apply)

DAYTIME EVENING WEEKENDS OTHER (Please specify) _____

PLEASE BRIEFLY DESCRIBE YOUR REASONS FOR VOLUNTEERING WITH KAWARTHA/HALIBURTON VICTIM SERVICES.

.../Please use separate sheet if space insufficient

NOTE:

- Acceptance into the training program does not guarantee that an applicant will be involved in direct service provision to victim clients.
 - All board members/volunteers will be subject to a criminal background check.
 - References WILL be checked as part of the Evaluation process.
- An applicant's Employment and/or Educational background may be subject to verification.

(All sections of this application must be completed to be considered for interview)

Kawartha/Haliburton Victim Services

(Formerly VCARS of Victoria County)

BOARD/VOLUNTEER INFORMATION FORM (con't)

REFERENCES

Non-relatives (minimum of three required) Please provide 3 reference letters from former employers, friends (for over two years), other non-profit organization, etc.
Form letters provided

Please Print or Type

Volunteer Reference Check

Confidential

Name of applicant_____

Name of reference_____

How long have you known the applicant? _____

Your Relationship to applicant_____

Perceived strengths of applicant_____

Perceived weakness of applicant_____

In your opinion, would_____ be a suitable victim service provider?

Yes No

Please explain_____

Recommend for volunteer position Yes No

Any additional comments_____

Signature: _____

Date: _____

(All sections of this application must be completed to be considered for interview)

Kawartha/Haliburton Victim Services

(Formerly VCARS of Victoria County)

BOARD/VOLUNTEER INFORMATION FORM (con't)

REFERENCES

Non-relatives (minimum of three required) Please provide 3 reference letters from former employers, friends (for over two years), other non-profit organization, etc.
Form letters provided

Please Print or Type

Volunteer Reference Check

Confidential

Name of applicant_____

Name of reference_____

How long have you known the applicant? _____

Your Relationship to applicant_____

Perceived strengths of applicant_____

Perceived weakness of applicant_____

In your opinion, would_____ be a suitable victim service provider?

Yes No

Please explain_____

Recommend for volunteer position Yes No

Any additional comments_____

Signature: _____

Date: _____

(All sections of this application must be completed to be considered for interview)

Kawartha/Haliburton Victim Services

(Formerly VCARS of Victoria County)

BOARD/VOLUNTEER INFORMATION FORM (con't)

REFERENCES

Non-relatives (minimum of three required) Please provide 3 reference letters from former employers, friends (for over two years), other non-profit organization, etc.
Form letters provided

Please Print or Type

Volunteer Reference Check

Confidential

Name of applicant _____

Name of reference _____

How long have you known the applicant? _____

Your Relationship to applicant _____

Perceived strengths of applicant _____

Perceived weakness of applicant _____

In your opinion, would _____ be a suitable victim service provider?

Yes No

Please explain _____

Recommend for volunteer position Yes No

Any additional comments _____

Signature: _____

Date: _____

(All sections of this application must be completed to be considered for interview)

Kawartha/Haliburton Victim Services

(Formerly VCARS of Victoria County)

BOARD/VOLUNTEER INFORMATION FORM (con't)

VOLUNTEER POSITION DESCRIPTION

POSITION REQUIREMENTS:

- ability to maintain strict confidentiality of all issues surrounding calls for service to victims
- mature
- responsible
- good communication skills
- ability or experience to deal with crisis situations
- a minimum of one year volunteer commitment
- willing to submit personal references, provide a C.P.I.C. (criminal background check), attend an interview with Kawartha/Haliburton Victim Services staff and delegates
- personal suitability to provide sensitive, emotionally safe, and effective service to victims on behalf of Kawartha/Haliburton Victim Services.
- knowledge of community resources
- knowledge of law, as pertaining to victims
- must have access to a reliable vehicle
- willing to complete minimum standards training, evaluation examination and attend ongoing meetings/training development
- ability to work cooperatively as part of a crisis team

POSITION SUMMARY:

After successful completion of a (standardized) minimum 45 hour volunteer training and orientation, potential volunteers may be qualified as a victim service provider with Kawartha/Haliburton Victim Services. Once qualified, the volunteer, always working as a part of a crisis team, will respond immediately to requests from Police, Fire, EMS, Hospital emergencies and Self referrals, to provide short term emotional support and practical assistance to victims of crime, tragic circumstance or disaster. The volunteer will ensure that appropriate options and/or referrals for longer term assistance are provided to the victim.

(All sections of this application must be completed to be considered for interview)

VOLUNTEER POSITION DESCRIPTION (con't)

DIRECT SERVICE RESPONSIBILITIES:

- Respond immediately to requests for victim assistance from Police, Fire, EMS, Hospital emergencies and Self referrals by attending onsite or an alternate safe premise. On occasion, crisis assistance may be done by telephone.
- Provide emotional support and companionship, including answering questions and providing information that will help lessen the impact of the crisis for the victim.
- Provide practical assistance as needed. This may include transportation and/or accompanying victim to emergency services, e.g. shelter or hospital, making phone calls upon request or alternate arrangements as required, helping to secure premises and other similar tasks.
- Identify longer term needs by responding to victim's concerns and supply the victim with appropriate options and referrals to services in the community that will assist them in accessing resources for further assistance.
- Reporting to the Volunteer Coordinator or designate upon arrival at call and again upon completion of the call and arrival home.
- Completing client contact form and submitting it to the office within the next working day.
- Participating in the evaluation of the call and providing relevant information to the Volunteer Coordinator for client follow up.

OTHER DUTIES AND RESPONSIBILITIES:

- Ongoing participation in monthly training meetings and any other volunteer training events as scheduled.
- Reporting back to the Volunteer Coordinator or designate if a victim assistance call or assignment is particularly stressful for the attending volunteer. Individual attention or debriefing will be available to assist the volunteer in coping.
- Bringing to the Volunteer Coordinator's attention any inappropriate volunteer behaviour or victim complaint that could adversely affect the Kawartha/Haliburton Victim Services program.
- Responsible for ensuring pagers are in good working order.
- Completion of expense statement for mileage and out-of-pocket expenses. (with attached receipts)
- Complete annual self evaluation questionnaire and review same with Volunteer Coordinator.

(All sections of this application must be completed to be considered for interview)