



YORK COUNTY CHILDREN'S ADVOCACY CENTER

28 South Queen Street, York, Pennsylvania 17403

Phone (717) 718-4253 Fax (717) 718-3539

Service Description/Instructions for Interview Assistant Volunteer

Reports To: Administrative Assistant

Term of Appointment: Flexible

Commitment: As Available

QUALIFICATIONS:

1. Must be 18 years of age.
2. Must submit three references to the YCCAC.
3. Must provide a ChildLine Child Abuse Clearance and PA State Police Criminal Record Check:
 - a. applications are available in our office;
 - b. volunteer is responsible for fee, however, the YCCAC will reimburse the fee after 25 hours of volunteer time;
 - c. if clearances are presented, they must be less than 1 year old;
 - d. clearances must be kept current every two years.
4. Must attend an orientation at the YCCAC prior to beginning (1/2 hour to 45 minutes).
5. Must be willing to receive guidance and direction.
6. Must be sensitive to cultural/ethnic differences.
7. Must sign a Confidentiality Statement; volunteer shall not discuss with anyone information relating to any case.

RESPONSIBILITIES:

Arrive 30 minutes prior to interview to be at reception area to allow participants access to the building (police/detective, Children and Youth caseworker, Assistant District Attorney, Victim Witness Coordinator from DA's Office, family members, representative from Victim Assistance Center (VAC)).

When family arrives, greet and 1) if interview is on 1st floor, seat them in first floor waiting room and notify the Family Advocate they are here; 2) if interview is on third floor, escort them to the third floor waiting room and notify the Family Advocate they are here. (The schedule will show on which floor the interview will be held.)

Unless an additional adult is with the family (grandparent, aunt, friend, etc.), volunteer will sit with child/children during times when parent/guardian is in conference with team members. (Interaction required; reading, games, puzzles, etc.)

A volunteer (or employee) must be present (at first or third floor reception areas) at all times during interviews.

During times when volunteer is not with child/children, 'busy work' may be given such as folding pamphlets, putting folders together, etc.