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**Dean of Students Office**

Terre Haute, IN 47809  
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812-237-3829  
Fax: 812-237-4693

Dear Prospective Advocate,

Thank you for your interest in the Indiana State University Victim Advocacy Program. Enclosed you will find general information about the Advocacy Program, and an application.

You will receive training that includes presentations on such topics as sexual assault, crisis intervention techniques, crisis call procedures, advocate self-care, grief and healing, domestic violence and domestic violence crisis intervention, role-play, and multicultural advocacy training. Additionally, you will have the opportunity to attend one of Indiana's CORE 40 trainings.

Our training is a rewarding experience that will prepare you to effectively assist and advocate for survivors of sexual, relationship violence, and stalking. Once you have completed the initial training, the time commitment to the Advocacy Program becomes much more manageable, consisting of occasional meetings, and a minimum of 2 on-call shifts per semester.

Volunteering with the ISU Victim Advocacy Program is not only a way to help those in crisis, but it is also a professional development and service opportunity for faculty and staff. The work can be difficult, but the rewards are many. To begin the application process, please complete the enclosed forms. Thank you again for your interest in volunteering for the Victim Advocacy Program. When you complete your application, please send it to me by email at [Amanda.Hobson@indstate.edu](mailto:Amanda.Hobson@indstate.edu). I look forward to welcoming you into our advocate community.

Sincerely,  
Amanda J. Hobson  
Associate Dean of Students

## **THE ROLE OF THE VOLUNTEER VICTIM ADVOCATE**

Advocates may provide victim advocacy services at Regional Hospital, Union Hospital, Terre Haute Police Department, Indiana State University Police Department, the Vigo County Courthouse, and/or the Office of Equal Opportunity and Title IX to assist survivors of recent sexual assault or incident of relationship violence. The role of the advocate is to provide information and resources, normalize victims in crisis, and give unbiased emotional support to survivors of sexual assault and their families.

Volunteer advocates are the backbone of our program and provide a safety net for those in crisis. Through training and ongoing education, our volunteers enhance existing skills and learn new ones to offer professional and compassionate crisis-intervention services for the Indiana State University student community. Please understand that this service to our campus community is completely voluntary and cannot be compensated by the university.

### **Qualifications for Becoming an Advocate**

1. You must be either Faculty or Staff for Indiana State University
2. Have a car in good working condition.
3. Able to respond in person at the hospital.
4. Willing to be on-call.
5. Have no current personal upheavals that might obstruct work with victims.
6. Willing to participate in medical or legal advocacy.

### **Training**

Volunteers for the Advocacy Program are required to attend a comprehensive training program. The training thoroughly prepares volunteers to handle crisis calls and assist survivors of recent sexual assault and domestic violence. Moreover, it provides information specific to the diverse and unique student population of Indiana State University. Requires debriefing sessions, up-to-date new developments on sexual assault issues and provides ongoing support for this challenging yet rewarding role.

## VOLUNTEER VICTIM ADVOCATE APPLICATION

Name:

Department:

Faculty or Staff:

Cell Phone:

Email:

Has your supervisor approved you to participate in this program?

### References

We will use your current supervisor as a reference. Please give your supervisor's name and contact information below. If you have additional references you would like to provide, please list them as well.

Name:

Relationship: Current Supervisor

Address:

Phone:

Name:

Relationship:

Address:

Phone:

### Questions:

Please answer the following questions as completely as possible. Feel free to include extra pages if you need additional space.

1. Why do you want to be a victim advocate?
2. Describe your educational background and training as related to crisis intervention, if any.
3. Describe your own experience (if any) working with issues of sexual violence, relationship violence, or stalking.
4. Working closely with issues of sexual abuse and domestic violence can be stressful. Describe the types of support available to you.
5. Can you commit to this role for at least a year?
6. Is there any additional information you would like to share with us?

Submit completed application to Amanda Hobson at [Amanda.hobson@indstate.edu](mailto:Amanda.hobson@indstate.edu).

## **RESPONSIBILITIES OF THE VOLUNTEER ADVOCATE**

1. Maintaining strict confidentiality to protect the privacy of all students.
2. Attending all parts of the initial advocacy training.
3. Attending advocate team meetings, including in-service presentations, and contacting the program coordinator, if you are unable to attend.
4. Making at least a 1-year commitment to the program.
5. Being on call, according to a semester prearranged schedule.
6. Providing information, referrals, or emotional support, and responding to Regional Hospital or Union Hospital to assist survivors of sexual violence, relationship violence, or stalking.
7. Never going to a victim's home or the scene of the alleged crime without having a police escort and contacting the program supervisor.
8. Reporting a brief description of each case to the lead victim advocate at the beginning of the next working day.
9. Providing a thorough report with details of each case within 8 hours of the call.
10. Consulting with the lead victim advocate before maintaining ongoing involvement in any case.
11. Doing follow-up on cases when appropriate and providing information regarding that follow-up to the lead victim advocate.

## **RESPONSIBILITIES OF THE LEAD VICTIM ADVOCATE**

1. Providing an initial, intensive training program for advocates, as well as follow-up training and supervision in specific areas to enhance their job performance, as appropriate.
2. Providing debriefing and supervision to advocates in the office and via phone calls during and after the immediate crisis in which they are involved, as appropriate.
3. Providing support services to advocates in the areas of information, referral, backup advocacy, and short-term personal coaching pertaining to their role as an advocate.
4. Providing evaluations of the advocate's performance at the request of the advocate

I understand and agree to accept the responsibilities outlined above. I understand that CONFIDENTIALITY is the primary task of all advocates; therefore, I will speak only to the lead victim advocate (or designee) about cases.

Advocate-in-Training: \_\_\_\_\_

Lead Victim Advocate: \_\_\_\_\_

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