



24/7 CRISIS HOTLINE CALL OR TEXT SAFE TO 541-756-7000
 BUSINESS LINE: 541-888-1048 FAX: 541-888-1359



RACHAEL@THESAFEPROJECT.NET



WWW.THESAFEPROJECT.NET
 FACEBOOK.COM/THESAFEPROJECT.NET



1681 NEWMARK AVE COOS BAY OR 97420
 94250 LEITH RD GOLD BEACH OR 97444

VOLUNTEER APPLICATION

At The SAFE Project, we believe our strength lies in our diversity. We warmly welcome volunteers from all walks of life, including all gender identities, sexual orientations, races, and backgrounds. We especially value the unique perspectives of those with diverse lived experiences. To maintain the highest standard of care for the survivors we serve, all volunteers must undergo a background check, which includes a suitability review for working with minors. All applicant information is kept strictly confidential. While we invite letters of recommendation to support your application, please be advised that The SAFE Project reserves the right to make all final volunteer selections and may terminate any volunteer position at its discretion.

DATE:		
FIRST NAME:	LAST NAME:	BIRTHDATE:
EMAIL:	PREFEERED CONTACT METHOD: <input type="checkbox"/> CALL <input type="checkbox"/> TEXT <input type="checkbox"/> EMAIL	
PHONE NUMBER:	ADDRESS:	
EMERGENCY CONTACT:	EMERGENCY CONTACT PHONE NUMBER:	
<p>I. SKILLS & INTERESTS</p> <p>a. EDUCATIONAL BACKGROUND:</p> <p>b. CURRENT OCCUPATION:</p> <p>c. KNOWN LANGUAGES:</p> <p>d. HOBBIES, SKILLS, INTERESTS:</p> <p>e. PREVIOUS VOLUNTEER EXPERIENCE:</p>		
<p>II. VOLUNTEER PREFERENCES OR INTEREST (PLEASE SELECT ALL THAT APPLY)</p> <p><input type="checkbox"/> WORKING ONE-ON-ONE WITH CLIENTS <input type="checkbox"/> CLIENT ACTIVITIES (ART, MEDITATION, COOKING, ETC)</p> <p><input type="checkbox"/> OFFICE ASSISTANT/ADMIN DUTIES <input type="checkbox"/> COORDINATING VOLUNTEERS</p> <p><input type="checkbox"/> FUNDRAISING/EVENT PLANNING <input type="checkbox"/> OUTREACH & TABLING EVENTS</p> <p><input type="checkbox"/> RESEARCH, TRAINING, OR SUPPORT GROUPS <input type="checkbox"/> TRANSPORTATION ASSISTANCE FOR CLIENTS</p> <p><input type="checkbox"/> SHELTER HOUSE ASSITANT/CARETAKER (<input type="checkbox"/> MORNING <input type="checkbox"/> AFTERNOON <input type="checkbox"/> EVENING <input type="checkbox"/> OVERNIGHT)</p> <p><input type="checkbox"/> OTHER (PLEASE LIST):</p>		

III. AVAILABILITY (PLEASE SELECT ALL THAT APPLY)

- | | | | | |
|------------------------------------|----------------------------------|------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> MONDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |
| <input type="checkbox"/> TUESDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |
| <input type="checkbox"/> WEDNESDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |
| <input type="checkbox"/> THURSDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |
| <input type="checkbox"/> FRIDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |
| <input type="checkbox"/> SATURDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |
| <input type="checkbox"/> SUNDAY | <input type="checkbox"/> MORNING | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> EVENING | <input type="checkbox"/> CRISIS LINE |

START DATE AVAILABLE:

DATES/TIMES UNAVAILABLE:

OTHER NOTES ABOUT YOUR AVAILABILITY:

IV. DO YOU HAVE TRANSPORTATION? YES NO

PROOF OF INSURANCE/MV RECORD: YES NO

V. BACKGROUND VERIFICATION

- a. PLEASE COMPLETE THE ATTACHED FORM FOR A REQUIRED CRIMINAL BACKGROUND CHECK.
- b. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? YES NO
- c. HAVE YOU EVER BEEN CHARGED WITH NEGLIGENCE, ABUSE, OR ASSAULT? YES NO
- d. HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? YES NO
- e. DO YOU USE ILLEGAL DRUGS? YES NO

IF YES TO ANY QUESTION ABOVE, PLEASE USE THIS SPACE TO EXPLAIN:

- f. DO YOU HAVE ANY PHYSICAL LIMITATIONS OR ARE YOU UNDER ANY COURSE OF TREATMENT WHICH MIGHT LIMIT YOUR ABILITY TO PERFORM CERTAIN TASKS? YES NO

IF YES, PLEASE DESCRIBE:

VI. PERSONAL REFERENCES (PLEASE LIST THREE PERSONAL REFERENCE AND THEIR PHONE NUMBERS, YOU MAY ALSO ATTACH A REFERENCE LETTER FROM EACH PERSON LISTED IF YOU CHOOSE.)

NAME:

PHONE NUMBER:

NAME:

PHONE NUMBER:

NAME:

PHONE NUMBER:

VII. EMPLOYMENT REFERENCES (PLEASE LIST TWO WORK EXPERIENCES AND THEIR PHONE NUMBERS SO WE MAY CONTACT THEM FOR A REFERENCE.)

NAME:

BUSINESS:

PHONE NUMBER:

NAME:

BUSINESS:

PHONE NUMBER:

VIII. VOLUNTEER QUESTIONNAIRE

1. HOW DID YOU HEAR ABOUT OUR ORGANIZATION?

2. WHAT PROMPTS YOU TO WANT TO VOLUNTEER AT THIS TIME?

3. WHAT INTERESTS YOU ABOUT WORKING WITH OUR AGENCY?

4. WHY DO YOU THINK THAT PEOPLE ARE POOR OR HOMELESS?

5. WHAT DOES FEMINISM MEAN TO YOU?

6. WHAT DOES OPRESSION AND/OR ANTI-OPRESSION MEAN TO YOU?

IX. VOLUNTEER TEAMS (PLEASE CHECK ANY/ALL TEAMS YOU INTERESTED IN)

24-HOUR CRISIS HOTLINE TEAM: Be the first voice of hope. Hotline volunteers answer calls from survivors of domestic violence, sexual assault, stalking, and human trafficking, as well as community members seeking information. By taking a shift, you ensure 24/7 coverage for our community and provide vital support to our staff.

Key Skills: Active listening, empathy, and the ability to remain calm in high-pressure situations.

Requirements: Completion of core advocacy training; ongoing supervision provided.

24-HOUR CRISIS RESPONSE TEAM: Go where the need is greatest. In addition to hotline support, this team responds in person to emergency requests from local hospitals and Law Enforcement to support survivors during forensic exams or police interviews. This team requires ongoing training and supervision by Directors and other staff members.

Safety Note: Volunteers are never asked to enter dangerous situations; your safety is always our priority.

Requirements: High level of emotional resilience and reliable transportation for immediate response.

Completion of core advocacy training; ongoing supervision provided.

OUTREACH OFFICE ADVOCACY SUPPORT TEAM: Provide a steady hand to those navigating the path to healing. Volunteers work alongside office staff to provide direct advocacy, emotional support, and referrals to community resources. You will assist DV/SA survivors and those experiencing homelessness or crisis.

Key Skills: Strong knowledge of community resources (training provided) and a non-judgmental approach.

Requirements: Completion of core advocacy training; ongoing supervision provided.

SHELTER SUPPORT TEAM: Help our residents feel at home. This multifaceted role includes assisting with shelter intakes, providing transportation for residents, helping with food deliveries or inventory, and monitoring the property in the evenings when advocates are unavailable. This team also has opportunities for Minor Repair Work, Client Engagement Activities (reading, crafts, skill-building, etc.), and helping youth with homework or other tasks.

Ideal for: Those who enjoy a variety of tasks and want to provide direct, practical care.

Key Skills: Strong knowledge of community resources (training provided) and a non-judgmental approach.

Requirements: Completion of core advocacy training; ongoing supervision provided.

OUTREACH OFFICE ADMINISTRATION TEAM: Help us stay organized so we can stay focused on the mission. This team assists staff with the vital "behind-the-scenes" work that keeps the agency running, including data entry, filing, preparing client folders, and general office tasks.

Ideal for: Volunteers who prefer a professional office environment with indirect client contact.

Requirements: Completion of core advocacy training; ongoing supervision provided.

FUNDRAISING/EVENT PLANNING TEAM: Be an ambassador for change. This team takes events from inception to completion. Helping to secure donations from local businesses, coordinating logistics, and raising the funds that make our services possible. It can include outreach events, health fairs, tabling, etc.

Ideal for: Outgoing individuals, "planners," and those with strong community connections

Requirements: Completion of core advocacy training; ongoing supervision provided.

CLIENT ENGAGEMENT TEAM: Foster connection and community. This team focuses on enhancing the survivor experience through life-skills workshops, support group assistance, or organizing "empowerment activities" (such as yoga, art therapy, or holiday celebrations). May be Shelter or Outreach Program based.

Goal: To help survivors rebuild their confidence and sense of community in a safe, social setting.

Requirements: Completion of core advocacy training; ongoing supervision provided.

TRANSPORTATION TEAM: Remove the barriers to safety and self-sufficiency. Many clients lack reliable ways to get to essential appointments or work. As a transportation volunteer, you provide rides for court dates, employment, medical appointments, and necessary errands.

Requirements: Use of your own reliable vehicle, a valid driver's license, and proof of insurance. Completion of core advocacy training; ongoing supervision provided.

By checking this box, I acknowledge my understanding that many of the roles above require mandatory 40-hour advocacy training and a background check to ensure the safety and confidentiality of the survivors we serve.

X. CONFIDENTIALITY & RELEASE OF INFORMATION POLICY

Confidentiality is important for the safety and security of our clients. Every employee, volunteer, and contracted worker shall exercise the utmost discretion concerning all matters of official business. All information obtained in the performance of official duties – whether about clients, staff, Board members, or volunteers, is confidential, including information gained because of conversations, conferences,

observations, staff meetings, or written documentation. No employee, volunteer, or contracted worker shall communicate to any person any information that has not been made public except during their agency duties or provide media interviews without the Executive Director's prior approval. Client files are the property of this agency and will not be removed from either shelter or the Outreach Office without prior approval from the Executive Director.

Each new employee, volunteer, or contracted worker shall sign a confidentiality statement upon hire. The Executive Director will also sign acknowledging the signed form. This form is placed in the employee's, volunteer's, or contract workers personnel file. The Board Chair acknowledges the Executive Director's signed confidentiality statement.

This agency prohibits the sharing of personally identifying information about victims without informed, written, reasonably time-limited consent. This organization does not ask survivors to share personally identifying information as a condition of service. Additionally, this organization cannot share personally identifying information to comply with Federal, Tribal, or State reporting, evaluation, or data collection requirements.

These provisions allow survivors to request that their personal confidential information be shared by a victim service provider for a specific purpose through a time-limited, informed, and written release. The release of information (specific and time-limited) is for services requested by the survivor, and they must be fully informed of all possible consequences of disclosure, as well as alternative ways to obtain the service they are requesting.

This organization limits sharing when mandated by state law or a valid court order and in either circumstance must protect the survivor's information as much as possible. Because permissive child abuse reporting is not a mandate, it is not allowed. The SAFE Project may not disclose, reveal, or release any personally identifying information regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected. The SAFE Project is prohibited from disclosing personally identifying victim information to any third party or third-party database, including a homeless management information system. Please note, being a mandatory reporter must be disclosed to this agency and does not supersede advocate-victim privilege or confidentiality.

Sign below, acknowledging that you have read and understood this release policy.

PRINTED NAME:	DATE:	
SIGNATURE:	DIRECTOR SIGNATURE:	DATE:

XI. MORAL PRINCIPLES, CODE OF ETHICS, AND ETHICAL COMMITMENTS

The SAFE Project is a private non-profit organization that provides comprehensive domestic violence and sexual assault services, which includes promoting the value of living a life that is free from violence. Staff and volunteers are often faced with situations that require ethical decision making while working with clients. The purpose of this document is to clarify ethical standards for current and future SAFE Project staff and volunteers and to act as a guide for their conduct.

MORAL PRINCIPLES:

- The client has a right to **self-determination and autonomy**. The client controls their own life and has a right to be free to choose their own actions. When a client is considering leaving an abusive situation, The SAFE Project employees and volunteers do not advise, moralize, warn, lecture, or give other “solution” type messages that don’t allow the client the ability to constructively problem solve.
- The SAFE Project employees and volunteers will act with **benevolence**. They will not intentionally cause harm or take actions that risk causing harm. When feasible, they will prevent harm from being done. It is the responsibility of The SAFE Project advocate to ensure safety for all as well as to maintain an environment where differences are honored and no kind of violence is allowed.
- The SAFE Project employees and volunteers will be of **service** to clients without expecting anything in return from clients. Advocates do not expect to meet their own personal needs when they are in an advocate-client relationship. In some instances, clients may not show gratitude or express thanks for receiving services. In these cases, advocates will not have an opportunity to receive “closure” or know the outcome of a client’s situation. To be of service to clients you must continue to give aid and have one’s personal needs met elsewhere.
- Clients have a right to be treated fairly, reasonably, and respectfully, in other words clients have a right to be treated with **justice**. This does not mean that an advocate will treat every client the same. However, it does mean that if a client must be treated differently, the advocate will need to have a reasonable rationale that explains the necessity and the appropriateness of treating them differently.
- The SAFE Project employees and volunteers must act with **integrity**. They must be trustworthy and act in a manner consistent with The SAFE Project’s high standards of conduct.
- Everyone has the right to be treated with **dignity**. Employees and volunteers must treat others in a respectful and caring fashion and be mindful of individual differences and cultural and ethnic diversity.

CODE OF ETHICS:

Our mission is supported by a code of ethics built upon our belief in the importance of confidentiality, the right of people to make their own decisions, the inherent good of people, the right of all people to be safe, the importance of whole-person empowerment, and the power of collective wisdom to solve problems.

1. We keep information and contacts confidential.

2. **We honor the right of individuals to make their own choices and decisions.**
3. **We approach our service with the belief that all people are inherently good.**
4. **We champion the safety of all people.**
5. **We use a creative, responsive approach, rather than a pre-programmed one, to heal and empower the whole person.**
6. **We value both professional expertise, lived experience, and collective wisdom in solving problems.**

ETHICAL COMMITMENTS

In addition to embracing the moral principles outlined above, The SAFE Project employees and volunteers commit to act ethically in the ways that follow:

- **Confidentiality** is the most critical commitment for all The SAFE Project employees and volunteers. Confidentiality is not just respecting a client's right to privacy, it is also a safety mechanism for clients, volunteers, and staff. Advocates can only, and rarely, forego confidentiality when disclosure is required to prevent clear and imminent danger to the clients or others, or when legal requirements demand information to be revealed. When The SAFE Project's services are originally sought out by clients it is important to inform them that advocates are not mandatory reporters and what, if any, limitations of confidentiality can be identified in the foreseeable future.
- Employees and volunteers commit to **professional development** to continually improve their skills and their knowledge as it pertains to The SAFE Project's scope of work. Advocates must also commit to increasing their self-knowledge as it fosters a healthy and effective helping relationship. The SAFE Project will also take reasonable steps to provide or arrange for continuing employee and volunteer development in these areas.
- The SAFE Project as well as employees and volunteers commit to **cultural competency** and **honoring diversity**. We all must demonstrate competency by providing services that are sensitive to differences among cultures and individuals. Advocates seek to understand the nature of oppressions and work to pursue social change on behalf of oppressed and vulnerable individuals. The SAFE Project will take reasonable steps towards becoming and maintaining a culturally competent and diverse organization.
- Advocates must execute their duties within their **boundaries of competence** based upon their qualifications, training and related professional experience. If a client misunderstands an advocate's competency, for example asking for legal advice, it is the advocate's responsibility to correct that misunderstanding, as well as not give any legal advice.
- **Physical contact** is to be avoided between an advocate and a client. Prior to coming to The SAFE Project clients may have experienced situations where their personal boundaries were not respected. The client may be more susceptible to boundary violations by and against the advocate.
- Advocates must avoid **dual relationships** with clients. Advocates must be cognizant of their influential positions with respect to clients, and they must avoid the potential harm present in a dual relationship by referring to another advocate when necessary.

- Advocates must seek out **supervision** to help sort out confusing or conflicting emotions that arise after working with a client. Co-workers, managers, and/or experts outside of the organization can fill this role. Advocacy work with survivors of violence can be traumatic, difficult, and complex and takes work and experience to gain a clear perspective. When advocates feel that they have lost compassion, balance or calm that is when it is time to seek supervision.
- Advocates must always use **accurate and respectful language** in all communications to and about the clients we serve. Advocates may not use derogatory language in verbal or written communications with or about clients.
- **Sexual activities** between advocates and clients are never to be engaged in under any circumstances. An advocate should also not engage in sexual activities with a former recipient of The SAFE Project services because that would then create a dual relationship and potentially impair the advocate’s professional judgment.
- Power imbalances exist. Trying to deny that power imbalances exist is a set-up for the abuse of power. Therefore, employees and volunteers must **pay attention to power differentials**. There is always a power differential in an advocate-client relationship. For example, an advocate has resources that a client needs. Advocates commit to remain aware of their use of power and the impact of that power on the client.
- The SAFE Project employees and volunteers have a **responsibility to their colleagues**. This multifaceted ethical commitment includes treating co-workers with respect, modeling conflict-resolution behavior, and avoiding negative criticism toward or about co-workers. It also includes the commitment that when an advocate believes a co-worker has acted inconsistently with The SAFE Project’s code of conduct, they should seek resolution by discussing their concerns with the colleague (when feasible) prior to acting through managerial channels.
- The SAFE Project’s employees and volunteers have responsibility **for self-care**. Advocates should embrace self-care with the same seriousness, energy and passion that they dedicate to advocacy. Self-care is a critical part of maintaining a compassionate and balanced state of mind. This prevents the effects of vicarious trauma and helps advocates work productively and helpfully with clients. The SAFE Project will take all appropriate steps to provide organizational solutions for self-care as well as arrange for individual and professional self-care development.

The acceptance of employment or volunteer status at The SAFE Project implies that the employee or volunteer is willing to maintain the high standards of conduct specified in this document. The greatest possible good can be achieved when the organization and the individual aspire jointly to these standards of conduct. **The SAFE Project employee/volunteer signifies their acceptance of these terms by signing this document below.**

PRINTED NAME:	DATE:	
SIGNATURE:	DIRECTOR SIGNATURE:	DATE:

XII. AGENCY & VOLUNTEER AGREEMENT

This agreement is intended to indicate the seriousness which we treat our volunteers. The intent of this agreement is to assure the volunteers of our deep appreciation for their services and to indicate our commitment to do the best we can to make their volunteer experience here a productive and rewarding one.

A. Agency:

We, The SAFE Project, agree to accept the services of: _____(volunteer) beginning _____ (date) and we commit to the following:

- ✓ To provide adequate information, training, and assistance for the volunteers to be able to meet the responsibilities of their positions.
- ✓ To ensure diligent supervisory aid to the volunteers and to provide feedback on their performance.
- ✓ To respect the skills, dignity, and individual needs of the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
- ✓ To treat the volunteer as an equal partner with agency staff, jointly responsible for accomplishment of the agency mission.

B. Volunteer:

I, _____ (volunteer), agree to serve as a volunteer and commit to the following:

- ✓ To perform my volunteer duties to the best of my ability.
- ✓ To adhere to agency rules and procedures, including recordkeeping requirements and confidentiality of the agency, staff, and client information.
- ✓ To meet my time and duty commitment, or to provide adequate notice so that alternate arrangements can be made.
- ✓ To always function as a member of the team responsible for accomplishing the mission of the agency.

PRINTED NAME:	DATE:	
SIGNATURE:	DIRECTOR SIGNATURE:	DATE:

XIII. BACKGROUND CHECK FORM – OREGON STATE POLICE – MUST PRINT & COMPLETE

**REQUEST FOR OREGON CRIMINAL HISTORY INFORMATION ON ANOTHER INDIVIDUAL
(OPEN RECORD) ORS 181A.230 AND ORS 181A.245**

INSTRUCTIONS: Please complete this form (or substantial copy) when requesting criminal history information on another person. Mail request with \$33.00 check or money order payable to the:

OREGON STATE POLICE

BILLING CUSTOMERS

Criminal Justice Information Services Division
Attn: Open Records
3565 Trelstad Ave. SE
Salem, Oregon 97317

DIRECT PAYMENT CUSTOMERS

Oregon State Police
Unit 11
P.O. Box 4395
Portland, Oregon 97208-4395

NOTE: The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. In the event a reportable record is found, subject will be advised of inquiry.

SUBJECT INFORMATION: All information is **REQUIRED**. Failure to supply complete information may affect results of inquiry.

Please **TYPE** or **PRINT CLEARLY**

(FOR OSP USE ONLY)

Name: _____
Last First Middle Name

Alias/Maiden: _____

Date of Birth: ____ - ____ - ____ Soc. Sec #: ____ - ____ - ____
If unknown, approx. age ____ (if known)

Current or Last Known Address: _____
Street or PO Box
City State Zip

REQUESTOR INFORMATION:

**If information is sought for employment purposes, please check one:*

Applicant has been advised of this request: **In Person** **By Phone or Letter**

- Check or money order enclosed (**\$33 per request, please submit one check for multiple requests**)
- Please bill my account

REQUESTOR'S NAME & RETURN ADDRESS
(please **PRINT** or **TYPE**)

THE SAFE PROJECT (acct. 1064)
fka womens safety & resource center
1681 Newmark Ave Coos Bay OR 97420

Phone # () _____
Email: rachael@thesafeproject.net

Note: Established billing account customers may FAX their requests to (503) 378-2121