



Western Wayne County Project on Domestic and Sexual Violence

Dear Prospective Volunteer,

Thank you for expressing an interest in doing volunteer work for First Step. Volunteers are the lifeblood of our work at First Step. Without people like you, we would not be able to fulfill our mission or accomplish our goals.

I have enclosed some information about the agency and some descriptions of volunteer opportunities along with the complete process for becoming a volunteer and a schedule of volunteer orientation dates. The first step in your process is to attend one of the scheduled orientation sessions. Your attendance at the orientation session does not commit you to doing volunteer work with us. The session is designed to be a first step in your process to deciding if you would like to volunteer and, if so, how. The orientations will be held at the location indicated on the enclosed flyer.

I look forward to meeting you and assisting you in your process of becoming a part of the First Step family. If you have any additional questions or concerns prior to an orientation session, please feel free to contact me at 734-722-1772 or fsvolunteers@gmail.com.

Sincerely,

Sally Coder

Sally Coder
Community Services and Assault Response Coordinator

CELEBRATING 30 YEARS OF WORKING FOR VIOLENCE-FREE HOMES AND COMMUNITIES

44567 Pinetree Drive Plymouth, MI 48170 (734) 416-1111 FAX (734) 416-5555

24-Hour Help Line (734) 459-5900 Toll Free: 1 (888) 453-5900

www.firststep-mi.org www.myspace.com/firststep4



24-Hour Help Line: 734-722-6800
24-Hour Toll-Free Help Line: 1-888-453-5900
Web Site: www.firststep-mi.org
MySpace: www.myspace.com/firststep4

First Step offers free services for domestic violence and sexual assault.

- 24-hour Help Line
- 24-hour on-call assault response team
- In-court victim advocacy
- Interim housing
- Safety planning
- Support groups
- Sexual Assault Nurse Examiner (SANE) forensic exams
- Counseling
- Legal, court, financial, medical and housing information
- Transitional supportive housing
- Community organizing
- Sexual assault awareness and education
- In-service trainings on domestic violence, sexual assault, elder abuse, workplace violence and more
- Violence prevention programs in schools
- Children's counseling & support groups
- Children's art expressions group

First Step Sites

PLYMOUTH (Main Office) 44567 Pinetree Drive, Plymouth, MI 48170 Phone 734-416-1111 Fax 734-416-5555
REDFORD St. Robert Bellarmine, 27150 Westfield, Redford, MI 48239 Phone 734-937-9791
WAYNE/SANE CLINIC 4400 S. Venoy, Wayne, MI 48184 Phone (734) 722-1772 Fax (734) 722-4311





First Step Community Sites

Dearborn Police Department • Dearborn Heights Police Department
Inkster Police Department • Lincoln Park Police Department
Redford Police Department • Taylor Police Department
Wayne Police Department • Westland Police Department
33rd District Court • 34th District Court

Domestic Violence and Sexual Assault Statistics

- 1 in 4 women will experience domestic violence in her lifetime.
- In 2001, 85% of victims of domestic violence were women.
- In 1994, 37% of women seeking injury-related treatment in hospital emergency rooms were injured by a current or former spouse or intimate partner.
- The cost of intimate partner violence annually exceeds \$5.8 billion, including \$4.1 billion in direct health care expenses, \$900 million in lost productivity, and \$900 million in lifetime earnings.
- 1 in 5 women and 1 in 33 men have experienced an attempted or completed rape.
- Young women ages 16-24 experience the highest rate of domestic violence – 16 per 1000 persons.

Above statistics from NCADV Domestic Violence Fact Sheet at MCADSV.org.

First Step Statistics

- First Step touched the lives of over 15,493 people in 2007-2008.
- 6,894 sessions of group counseling were provided.
- First Step provided safety planning and emotional support on 14,086 crisis calls.
- 347 children and 737 adults were provided nonresidential counseling.
- Survivors of violence and their children received 10,111 overnight stays.
- First Step provided in-person crisis intervention to 160 survivors of domestic and sexual assault at local hospital emergency rooms and other safe places.
- 4,100 survivors were supported in police departments/ courts by our advocates.
- 9,000 people participated in outreach and education programs.

Above statistics reported from First Step's fiscal year – October 1, 2007 to September 30, 2008.

How You Can Create a Violence-Free Community

- Volunteer with First Step.
- Donate money or gift cards (for grocery stores and gas stations)
- Donate items from First Step's wish list. See list at www.firststep-mi.org.
- Collect and donate used cell phones or small-sized printer cartridges.
- Talk to community leaders about the importance of providing legislation, local policies and resources to respond to violence.
- Apply expectations for nonviolent and respectful behavior to your family and organizations.
- Support and refer survivors; tell them that you fear for their safety.
- Host a fundraiser for First Step.

First Step is supported by the Victims of Crime Act (VOCA)



First Step Volunteer Roles & Descriptions

Emergency Housing/24 Hour Help Line

- **Intern, Bachelors**
Interns answer the 24 hour help line providing survivors of domestic and sexual violence crisis intervention, support, information, and safety planning; interact with residents living in First Step's emergency housing and provide support to the team; and participate in the Assault Response Project by completing the responsibilities of the Assault Response Advocate.
- **Nurturer**
Nurturers play and recreate with children living in First Step's Emergency Housing. The Nurturer provides a safe, caring and empathetic environment for children to play, create and learn while at First Step.
- **Donation Assistant**
The Donation Assistant will assist in the maintenance an organization of donations to First Step.
- **Maintenance Worker**
The Maintenance Worker will assist in the upkeep of First Step sites.
- **Family Night Sponsor**
Family Night Sponsors are groups of volunteers with resources to provide the families living in First Step's emergency housing with an evening of family activities including dinner.
- **Family Fun Activity Sponsor**
Family Fun Activity Sponsors are groups of volunteers with resources to provide the families living in First Step's emergency housing with one time recreational/arts and crafts activities engaging the parents with their children.
- **Pamper Providers**
Pamper Providers are volunteers with resources/skills to provide the women living in First Step's emergency housing with a self-care experience, i.e. facials, nail care, etc.

Non-Residential Advocacy and Group Support

- **Intern, MSW Programs Only**
The Intern provides one-on-one counseling, advocacy and support groups to survivors of domestic and sexual violence at one of First Step offices and participates in the Assault Response Project by completing the responsibilities of the Assault Response Advocate.
- **Nurturer, Non-Residential**
The Nurturer provides childcare for women attending a support group at one of First Step's office locations. The Nurturer provides a safe, caring and empathetic environment for children to play while at First Step.



- **Victim Advocate in the Legal System**

Victim Advocates in the Legal System accompany survivors of domestic or sexual assault and their significant others to court proceedings. Court proceedings may include writing of arrest warrants, arraignments, preliminary hearings, pre-trials, PPO hearings, calendar conferences, trials and sentencing hearings.

Children's Program & Prevention

- **Intern, Bachelors**

Interns provide support to the Children's Program team in a variety ways from doing intakes, providing nurturing to children living at First Step's shelter, assisting with group sessions and community education/presentations. Interns also participate in the Assault Response Project by completing the responsibilities of the Assault Response Advocate.

- **Intern, Masters**

Interns provide one-on-one counseling, advocacy and group sessions to children affected by domestic violence and sexual assault at one of First Step offices and participate in the Assault Response Project by completing the responsibilities of the Assault Response Advocate.

- **Keeping Kids Safe Presenter**

Keeping Kids Safe Presenters present our Keeping Kids Safe curriculum to 3rd and 4th grade classrooms throughout the county teaching kids about safety planning, support resources, non-violent alternatives to violence, how gender role stereotyping contributes to domestic violence and general information to help kids live lives of peace and safety.

Community Response Project

- **Intern, Bachelors**

Interns act as an extension of the Survivor Advocate as the Survivor Advocate carries out their duties and responsibilities of providing timely, efficient and comprehensive services to survivors of domestic and sexual violence in their community and also participate in the Assault Response Project by completing the responsibilities of the Assault Response Advocate.

- **Intern, Masters**

Interns act as an extension of the Survivor Advocate as the Survivor Advocate carries out their duties and responsibilities of providing timely, efficient and comprehensive services to survivors of domestic and sexual violence in their community and also participate in the Assault Response Project by completing the responsibilities of the Assault Response Advocate.

- **Community Response Site Assistant**

Community Response Site Assistants act as a support to the Community Response Project Survivor Advocate on site.



- **Attorney**

Attorneys staff First Step's legal clinics offering survivors the opportunity to discuss their situation and receive legal guidance/advice.

Assault Response

- **Assault Response Advocate**

Assault Response Advocates offer survivors of domestic and sexual violence and their significant others immediate intervention including support, information, alternatives, and aid in problem solving early on, at the time of crisis. This is carried out at our SANE Clinic, emergency rooms, police stations, prosecutor's office, courts, as well as any other safe place.

Community Education & Outreach

- **Outreach Assistant**

Outreach Assistants present First Step services and information to groups requesting a speaker from First Step as well as staff informational tables at community events educating participants about First Step services and issues.

Fundraising

- **Special Events Assistant**

Special Events Assistant provides assistance with fundraising events.

Office

- **Office Assistant**

The Office Assistant provides clerical/office/janitorial support to a First Step Office Site.

- **Information and Technology Specialist**

The Information and Technology Specialist will assist with either the maintenance/repairs of First Step computers or assist with the development/maintenance of First Step data bases.



Do you want to help end domestic violence and sexual assault in your community?

Come learn more about the work of First Step and how you can get involved by attending one of the Agency Orientation Sessions.

At the session you will learn about our mission, vision, strategic priorities and services. Most importantly you will learn how you can be the change you want to see in the world.

We are looking for help with our Assault Response Project, working with children, assisting survivors while they navigate the legal system, with raising money, garnering resources to meet our client's needs, and simply ensuring the communities we serve are aware of our services and how to refer survivors for assistance.

2010

Where:

- First Step, 4400 Venoy, Wayne (across from Annapolis Hospital)

When:

- Monday, January 4, 6 – 8 PM
- Tuesday, January 26, 10 AM – 12 PM
- Monday, February 1, 6 – 8 PM
- Wednesday, February 17, 1 – 3 PM
- Monday, March 1, 6 – 8 PM
- Tuesday, March 23, 10 AM – 12 PM
- Monday, April 5, 6 – 8 PM
- Wednesday, April 21, 1 – 3 PM
- Monday, May 3, 6 – 8 PM
- Tuesday, May 18, 10 AM – 12 PM

- Monday, June 7, 6 – 8 PM
- Wednesday, June 23, 1 – 3 PM
- Monday, July 12, 6 – 8 PM
- Tuesday, July 20, 10 AM – 12 PM
- Monday, August 2, 6 – 8 PM
- Wednesday, August 18, 1 – 3 PM
- Monday, September 13, 6 – 8 PM
- Tuesday, September 21, 10 AM – 12 PM
- Monday, October 4, 6 – 8 PM
- Wednesday, October 20, 1 – 3 PM
- Monday, November 1, 6 – 8 PM
- Tuesday, November 16, 10 AM – 12 PM
- Monday, December 6, 6 – 8 PM
- Wednesday, December 15, 1 – 3 PM

No RSVP required—simply come to the Wayne office site at one of the above listed dates and times and learn more about how you, too, can help to end domestic violence and sexual assault.

Bring a friend!



First Step Volunteer Program

The following outlines the process for securing a volunteer position in direct service:

- The prospective volunteer attends one of the of the monthly agency orientation sessions (refer to schedule of dates in packet).
- The prospective volunteer expresses an interest in direct service volunteering by submitting the volunteer application.
- The Community Services Coordinator schedules and conducts interviews with all prospective volunteers prior to going through initial training in order to assess reasons for volunteering and fit with agency mission. During the interview the Community Services Coordinator, in conjunction with the prospective volunteer, will determine an appropriate volunteer position.
- The prospective volunteer must attend the Volunteer Training Program (offered in January, May and September of every year).
- The volunteer attends specialized training depending on the volunteer position.
- The prospective volunteer must also sign appropriate confidentiality and other sign-off forms as well as complete all necessary paperwork.
- The Community Services Coordinator obtains and reviews all completed paperwork, checks criminal backgrounds and screens references thoroughly.
- In addition to submitting an application with references, a prospective volunteer may also have to submit a copy of a current, valid driver's license and a copy of proof of car insurance before being placed in a position, depending upon the duties involved in the volunteer position.
- The Community Services Coordinator refers candidates who are not a fit to the agency mission to other community volunteer programs.
- The Community Services Coordinator connects the prospective volunteer to the supervisor who ascertains the appropriateness of the placement and either accepts the volunteer or refers the volunteer back to the Community Services Coordinator for reevaluation and placement.
- The Community Services Coordinator assists with the smooth transition of the volunteer into the volunteer position.