



VOLUNTEER OPPORTUNITY

Position Open: Monday, June 2, 2008, until sufficient applications received.
Position Title: CENTER AGAINST FAMILY VIOLENCE ASSISTANT
Department/Division: Police Department
Worksite Address: Center Against Family Violence, 225 E. First Street
Hours/Week: 4 hours per week
Days of Work Week: Flexible
Training: Volunteer will receive 5 - 10 hours of training

Position Description: To assist Center Against Family Violence (CAFV) personnel with supervision of children/vulnerable adults, contact with victims, and office duties.

The volunteer will provide supervision to identified person(s) brought into the CAFV that accompany victims or are themselves victims. The volunteer will perform telephone contact with victims as directed by CAFV personnel. The volunteer will work with CAFV personnel and other volunteers to perform office tasks and computer entry as needed.

Qualifications: Must be patient, tactful, and able to follow specific oral/written instructions. Education/experience in behavioral health and office skills are helpful. Must be able to work well with police personnel.

Special Requirement: Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required.

Application and Selection Process: Please complete the Volunteer Application and Prepolygraph Questionnaire, available at Human Resources. Applications will be reviewed and applicants may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

APPLY: CITY OF MESA HUMAN RESOURCES
MESA CITY PLAZA
20 E. MAIN STREET, SUITE 130
MESA, ARIZONA 85201

MAIL APPLICATIONS TO:
HUMAN RESOURCES
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.mesaaz.gov/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,
and welcomes diversity in our workforce.
To this end, we encourage all interested people to apply.**