

Ecumenical Ministries of Oregon  
**Russian Oregon Social Services**  
4033 SE Woodstock Blvd  
Portland, OR 97202

**Domestic Violence & Sexual Assault Program (DVSA)  
Volunteer Mentor Position Description**

**Purpose:**

To provide individual support and mentoring to Russian-speaking survivors of domestic violence and sexual assault in order to ease their transition to their new country, help them to develop life skills, learn or improve their English, and introduce them to American culture, traditions, and laws. By providing these services, volunteer mentors will help decrease survivors' feelings of isolation and anxiety.

**Responsibilities:**

- To provide friendship, support and inspiration to the mentee
- To motivate and help a mentee learn how to help herself
- To help set goals and work toward accomplishing them
- To assist a mentee in accomplishing the tangible skills needed in daily living
- To assist a mentee to learn or improve English language skills
- To meet with or contact a mentee on a regular basis, at least once a week
- To contact the mentee in advance to arrange activities and let her know if you unable to make a scheduled visit.
- To be available to a mentee when a listening ear as needed
- To be willing to commit yourself to a minimum of a six month relationship with a mentee
- To act in a respectful and professional manner as a representative of EMO/ROSS and abide by the EMO Volunteer Handbook
- To complete and submit monthly reports to the SA Client Advocate
- To complete and submit quarterly mentoring evaluation forms to the SA Client Advocate
- To attend training, volunteer meetings and mentor/mentee social experiences
- To notify ROSS about any changes in your address or phone numbers and any plans that you make for an extended absence.

**Note:** Each mentor and a mentee will develop their own activities based on the survivor's needs, with input from the mentee's advocate. A staff member will make the decision about who to match with whom. The advocate will acquaint the mentor with the mentee and describe mentor to mentee as well. Then, the match will be confirmed and the first meeting arranged. An advocate may suggest appropriate mentorship activities.

**Position Requirements & Guidelines:**

- ***Training:*** Each volunteer must complete the mandatory 40 hours of training on domestic violence and sexual assault before working with the client.

- **Confidentiality:** The survivor's name, address, or any other identifying information cannot be disclosed to anyone. The only exception to this rule is if the survivor is in danger and the proper authorities need to be contacted.
- **Limits on Activities:** Mentors may not offer childcare, respite care, or activities for children without the supervision of their mothers. Sleepovers with the woman being mentored or her children are not allowed. Do not change diapers, nurse wounds, or otherwise take on duties that put you in contact with bodily fluids.
- **Driving:** Ecumenical Ministries of Oregon/Russian Oregon Social Services does not have insurance to cover volunteers driving, so if a mentor chooses to drive a mentee and/or her children or anyone else in the mentor role, mentor must have insurance and take responsibility for any accidents that occur. Mentors who choose to drive should use safe, legal practices in terms of license, car seats and seatbelts, and have car insurance. EMO/ROSS does not reimburse volunteers for mileage.
- **Financial support:** Financial assistance of any type cannot be provided by mentor. Mentor must not pay mentee's rent, groceries, gas, car insurance, car, etc. Mentor may help to find official sources of financial support and provide information on available resources for food and clothes.
- **Reporting suspected child abuse and neglect:** If any evidence of child abuse or neglect is observed, the mentor is required to make a report to the ROSS Program Director.

### **Qualifications:**

Applicants for the mentorship program should be people who sympathize with Russian-speaking survivors of domestic and sexual violence. They should be willing to give their time and share their knowledge and skills with them. Mentors are required to receive training that includes cross-cultural orientation and the basics of domestic violence and sexual assault. All volunteer mentors are required to undergo a criminal background check. Russian language skills are helpful but not necessary.

### **Benefits:**

- An opportunity to help a survivor transitioning from a domestic violence situation to a life free of violence
- An opportunity to become acquainted with Russian culture and the local Russian-speaking community
- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress and achieve goals