

# **Providing Advocacy for the Victimized Elderly (P.A.V.E.)**

## **Victim Advocate Volunteer Job Description**

P.A.V.E. program is an elderly victim assistance program through CARIE that services older adults 60 yrs. old and over in Philadelphia.

As a free service the P.A.V.E. program provides court accompaniment, assists in arranging transportation to court, assistance with filing Crime Victims' Compensation, criminal justice and aging information, community education and presentations, assistance with preparing Victim Impact Statements, and restitution assistance.

### **Duties and Responsibilities:**

Volunteers will assist the P.A.V.E. staff with the following tasks as needed:

- Accompany victims to court throughout the criminal justice process (preliminary hearing through sentencing), only when necessary.
- Act as a liaison for victims with the assistant district attorney, DA's office, court staff, and other victim service agencies.
- Provide information to victims regarding the criminal justice process, victims' rights, and aging resources in court and over the phone.
- Assist victims with filing Crime Victims' Compensation.
- Answer phone calls from victims regarding the criminal justice process and aging services.
- Providing follow-up with victims concerning court dates and other information via phone, mail, and in person at court.
- Mail out correspondence regarding the P.A.V.E program, case information, and any other needed information.

**If you are interested in a volunteering with the P.A.V.E. program, please contact Kellie Flanagan.**