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Senior Companion Volunteer Job Description

Brief Description of the Senior Companion Program and its purpose: The Senior Companion Program brings together volunteers age 55 and over with adults in their community who have difficulty with the simple task of day-to-day living. The program's goal is to maintain the independence of homebound seniors and adults with special needs, allowing them to continue living in their own homes.

Summary of Job: The Senior Companion Program offers income eligible people age 55 and older the opportunity to provide supportive person-to-person services to assist older adults and adults with disabilities remain independent and promote increased quality of life. Senior Companions may also provide much needed respite for families or caregivers who may have the responsibility of 24 hour a care. Senior Companions volunteer a minimum of 15 hours weekly in a variety of settings and may work up to 40 hours per week.

Responsibilities:

- To commit to 15-40 hours of service per week.
- To see assigned clients 4 hours per week.
- Be a good listener and give full attention to the individual being visited.
- To abide by the rules of the volunteer station and the Senior Companion Program.
- To encourage the independence of clients and promote increased quality of life.
- To inform the volunteer station if you are going to be late, absent or unable to work.
- To respect confidentiality of the clients and their family.
- To keep time sheets and mileage reimbursement forms up to date and accurate.
- Complete the required 40 hours training and attend mandatory monthly in-services.
- Provide one-on-one personal support to clients according to the Assignment Plan / Letter of Agreement for In-Home Assignment.
- To use the most effective methods of communication with supervisors, clients and client's families, if applicable.

Qualifications:

- Interest in helping others.
- Ability and willingness to take direction from supervisor.
- Relate comfortably with people without regard to race, religion, color, national origin, sex, disability, or age.
- Enrollment is contingent upon the ability to be successfully matched with a station.
- Professionalism: Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments; treats others with respect and consideration regardless of their status or position.
- FBI Fingerprints, Criminal, Sex Offender and background checks required.

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