



## 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 individuals, age 55 and older, the opportunity to provide supportive person-to-person services to assist older adults and adults with disabilities. Through their service, volunteers assist clients remain independent and promote increased quality of life. Senior Companions may also provide much needed respite for caregivers who may have the responsibility of 24 hour care. Senior Companions volunteer a minimum of 5 hours weekly or 260 hours annually in a variety of settings and may serve up to 40 hours per week.

### Responsibilities:

- Commit to seeing at least 1-5 clients weekly with a minimum of 5 hours served a week or 260 hours annually.
- 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.
- Inform the volunteer station and program staff of absences or inability of 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 20 hours training and attend mandatory in-service meetings.
- Provide one-on-one personal support to clients according to the Assignment Plan /Letter of Agreement for In-Home or Remote 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 or client.
- 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.
- Level II Criminal Background check including fingerprints and National Sex Offender Registry Check.



## ALLOWABLE ACTIVITIES

### **Personal Care:**

- Encourage client to feed, dress, and groom self.
- Encourage client to walk, get out of bed, use bathroom (if able).
- Encourage client to exercise, take walks with client, and accompany client outside (if, able).
- Encourage client to comply with healthcare recommendations (when, applicable).

### **Nutrition:**

- Encourage client to eat well-balanced meals and light meal preparation.
- Assist client with checking food for freshness.
- Accompany client for light grocery shopping via Para transit or public transportation ONLY.

### **Social / Recreation:**

- Provide companionship, talking, listening, cheering up, and reminiscing.
- Play games or cards.
- Encourage client contact/socialization with family/friends/community.
- Accompany client to a recreational/social event via Paratransit or public transportation only.

### **Home Assistance:**

- Assist client in reading mail, newspapers and other reading materials.
- Assist client in written correspondence and completing forms.
- Assist client in maintaining safety in their home.

### **Information / Advocacy:**

- Provide information about community resources.
- Report observations of concern to Station Manager (if, applicable) AND Program Staff.

## ACTIVITIES NOT ALLOWED

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- Medical and healthcare related activities performed by licensed/certified medical professionals.
- **NEVER** assist with medication administration, injections, etc.
- Absolutely **NO** hands-on personal care including bathing, dressing, lifting, transferring, changing diapers, etc.
- Sign legal documents.
- **NEVER** allow a client to ride in your vehicle **AND/OR** ride in client's vehicle.
- Housekeeping, assist with moving, yard work, extensive home repair.
- Cook meals for client or client's family.
- Complete any banking or legal transaction for client.
- Advance, accept, or borrow money from client.
- Volunteers **WILL NOT** receive a fee for service under **ANY** circumstance.

Date: \_\_\_\_\_

Volunteer Printed Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Program Staff Signature: \_\_\_\_\_



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