

[These are only a samples. Projects are encouraged to customize as appropriate]

Senior Companion Position Descriptions

Homebound Clients

Under the direction of the Senior Companion Project Director and the assigned Volunteer Station Supervisor, the Senior Companion will carry out the following duties, providing service to homebound seniors to help them live independently.

Responsibilities

- a. Visit up to 3 to 6 homebound senior citizens once a week for 3 to 5 hours each.
- b. Provide transportation assistance to each client for medical appointments, grocery shopping, basic errand running, and needs of daily living.
- c. Offer companionship and socialization, which may include reading, playing games, talking, listening, participating in recreational activities or providing assistance with filling out forms or other paperwork.
- d. Provide respite care relief in certain assignments.
- e. Advocate for the client when appropriate to assist the client in obtaining necessary community resources or services that prolong independence and improve the quality of life.
- f. Provide light meal preparation or light housekeeping when appropriate.
- g. Submit monthly time sheets and client report forms, and, as applicable, mileage and meal reimbursement forms, to the main office in a timely manner.

Qualifications

- a. Companion must be 60 years or older and determined through a physical examination to be capable of fulfilling the responsibilities required of the program as stated above without detriment to self or the client served.
- b. Companion must be willing and able to volunteer between 15 to 40 hours per week.
- c. Companion must have reliable and safe means of transportation.
- d. Companion should have compassion for people with a kind and friendly attitude.
- e. To receive a stipend, annual income must be within federally established guidelines.

Adult Daycare Center

FUNCTION: Performs one-on-one volunteer services for assigned clients, including elderly individuals and those with disabilities.

SUPERVISION RECEIVED: Serves under direct supervision of Activities Coordinator or Assistant.

EXAMPLES OF SERVICES PERFORMED

- Assist in exercises by helping assigned clients participate to the best of their ability, or by doing passive exercises on those clients who may not be able to move on their own.
- Create and assist in craft classes by helping assigned clients to work with their craft projects and to give client a sense of self-worth by encouraging them to feel good about the things they accomplish in this area.
- Assists clients with serving snacks and noon meal.
- Assist with moving assigned clients from one location to another, as activities require.
- Assists assigned client with bathroom needs and personal hygiene.
- Talking with and interacting with clients, other staff, and volunteers.
- Abiding by the rules regarding the right to privacy in the client's best interest.

EXPERIENCE AND TRAINING: No experience is needed. A real love for people is a must. Orientation and monthly training is provided. Volunteers may travel as a group to other facilities for a learning experience, on occasion.

QUALIFICATIONS: Age 60 years or older. To receive a stipend, annual income falls within Federally established guidelines. Willing and able to volunteer 15 to 40 hours per week. Health, as determined by physical examination, must be adequate to meet the demands of the position without detriment to self or client served.