

Volunteer Job Description

Innovative Senior Champion Project

Position Description: This is a volunteer-provided respite program designed to give caregivers a much needed break from their caregiving duties and offer companionship and stimulation to an adult aged 60 and over with some cognitive or physical disabilities.

The volunteer for the Innovative Senior Champion Project (ISCP) has responsibility for ensuring that the participants of the ISCP are engaged, active and are valued in a manner reflective of their individual needs and preferences.

Organization: The pilot program is offered to older adults in the community through a coalition between Colonial Heritage Community Foundation (CHCF), New Zion Baptist Church and Our Saviour's Lutheran Church.

Time Commitment: About 5 hours per week for 13 weeks and 12 hours for training.

Volunteer Responsibilities: Volunteers for the ISCP will fulfill the following training requirements:

- Attend Orientation Training with CPR certification
- Complete and pass a criminal background check
- Have a negative TB test
- Have a current flu shot

The ISCP volunteer will be trained by professionals in the specific field, fulfill health requirements and pass a background check prior to starting work so they will be placed in the best possible setting for them. They will be given instructions on programs offered to participants of the program and made aware of the individual's care plan.

Major Responsibilities: Duties include:

- Participate in training to assist with program activities.
- Establish communication with the participants of the ISCP in a meaningful way.
- Proactively engage participants to break down barriers for the good of seniors in the program.
- Assist with serving a meal and snacks to the participants.
- Participate in programs with the attendees and encourage their participation.
- Report any concerns to the Project Manager or problems that arise during the visit.
- Report to the Project Manager at the beginning and conclusion of the day.
- Sign-in when working to allow ISCP to track volunteer hours.
- Ensure that participants' information is kept private and confidential.
- Protect participant and personal safety by **not** performing the following: personal care (bathing, dressing, feeding), lifting and medication administration.

Qualifications: Volunteers must be at least 18 years of age with no criminal record for barrier crimes. Previous experience with older adults is helpful but not necessary.

Resources: All volunteers will be given a Volunteer Respite Manual designed to be a reference during the training and on the job and will be updated during the year with any new information that may be relevant.