

<b>Title:</b> Caring Companion	<b>Program:</b> Respite	<b>Department:</b> In Home Care Services
<b>Volunteer Manager:</b> Nancy Kral, Companion Supervisor	<b>Volunteer Manager Contact Info:</b> <a href="mailto:nkral@missoulaagingservices.org">nkral@missoulaagingservices.org</a> (406) 728-7682	<b>Minimum Commitment:</b> 2 hour weekly shifts for one year

**Missoula Aging Services' Mission Statement:** Missoula Aging Services (MAS) promotes the independence, dignity and health of older adults and those who care for them.

**Department Overview:** The In Home Care Services department at Missoula Aging Services' offers case management programs and services to help older adults and their families address complex problems. These include Respite & Homemaking Services, the Veteran-Directed Home and Community Based Services Program and Care Transitions.

**Position Overview:** The Caring Companion volunteer provides supportive person-to-person services to assist adults having exceptional needs, developmental disabilities, or other special needs for companionship. The role of the Caring Companion is to provide weekly, one-on-one personal support for adults who have the potential for independent living, with goals of encouraging independence and promoting increased quality of life. Caring Companions may work in a variety of settings, including: personal home, assisted living facilities and foster care homes.

#### Key Responsibilities:

- Will provide friendship, companionship and support to assigned client(s)
- Will be a good listener and give full attention to the concerns of the client(s)
- Visit client(s) once weekly for two hours
- May accompany client(s) on necessary errands and appointments
- May participate in social events and mutually enjoyed pastimes
- Will maintain client contact logs
- Will report any concerns about the health of the client(s) to the Volunteer Manager
- Will report any alleged abuse, neglect or any other related welfare concerns regarding the client/s to the Volunteer Manager
- Will sign and honor confidentiality agreement
- Will encourage self-advocacy

#### Qualifications:

- Excellent listening skills and attention to detail.
- Ability to maintain positive relationship with people of diverse backgrounds, abilities and interests
- Ability to assess situations and communicate potential problems to the Volunteer Manager in a timely manner
- Ability to develop trust and rapport with individuals without regard to race, religion, color, national origin, gender, disability, or age
- Ability and willingness to take direction from the Volunteer Manager
- Ability to be objective and maintain professional boundaries
- Able to visit senior client(s) using a personal vehicle

- Valid Montana Driver’s license with a ‘clean’ driving record. There is “Zero” tolerance policy for DUI offenders
- Must be licensed and insured driver in order to transport client/s
- Must have own vehicle
- Criminal and Sex Offender background check required
- Must be 21 years of age or older

**Benefits:**

- Provide an important link in the continuum of care for Respite clients
- Provide critically needed services to individuals at risk of losing their independence
- Experience personal enrichment through developing relationships with seniors
- Ongoing support to all Caring Companions will be provided monthly by the Volunteer Manager
- Mileage reimbursement .40 cents per mile if available

**Support:** The Caring Companion volunteer receives comprehensive on-going support from the Volunteer Manager, MAS Volunteer Coordinator, and their volunteer peers. The Volunteer Manager provides orientation, monthly team support meetings, and an initial introduction visit with the client/s. Individual support is provided as needed.

**Commitment:**

- **Amount of Time** – approximately 2 hours minimum, weekly shifts for one year
- **Time of Day** – Mornings, afternoons or evenings, Sunday through Saturday

**Location:** Client(s) home and out in community

**Sustained Outcome:** The quality of life for a Respite client will be improved by the Caring Companion volunteer’s ability to maintain a connection through outings or visits.

*For more information, please contact Missoula Aging Services’ Volunteer Coordinator at #406.728.7682 / [volunteer@missoulaagingservices.org](mailto:volunteer@missoulaagingservices.org).*

*04/2018*

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**Signature of Volunteer**

\_\_\_\_\_  
**Date**

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**Signature of Volunteer Manager**

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**Date**