



Senior Companion Volunteer Job Description

Brief Description of Agency/Organization and Its Purpose: The Senior Corps Program at Missoula Aging Services is an alliance of more than 800 volunteers who are improving our community as Foster Grandparents, Senior Companions or RSVP volunteers. They use a lifetime of experience to help solve critical problems in the areas of education, human needs (at risk-youth, homeless families, etc.) environment and public safety.

Summary of Job: The Senior Companion Program offers volunteer community service opportunities, for income eligible people aged 55 and over, to provide supportive person-to-person services to assist adults having exceptional needs, developmental disabilities, or other special needs for companionship. The role of the Senior Companion is to provide 20-40 hours of 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. Senior Companions may also provide much needed respite time for families or caregivers who may have the responsibility of 24 hour a day care for people with disabilities or older adults with special needs. Senior Companions work in a variety of settings. However, all Senior Companions have the following **responsibilities:**

1. To visit assigned clients regularly, and to telephone when detained or unable to visit.
2. Be a good listener and give full attention to the individual being visited.
3. To abide by the rules of the volunteer station and the Senior Companion Program.
4. To encourage the independence of clients.
5. To inform the volunteer station if going to be late, absent or when you are unable to work.
5. To respect confidentiality
6. To keep their time sheet up to date and accurate.
8. To complete the required training (40 hours) attend required monthly in-service training.
9. Provide one-on-one personal support to adults.



10. Encourage independence and promote increased quality of life.
11. To use the most effective methods of communication with supervisors, clients and client 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 site
- 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.
- Criminal and Sex Offender background check required

Benefits:

- Stipend allows eligible persons to serve as volunteers without cost to themselves
- Assistance with the cost of transportation to and from place of work and official project activities
- Training to prepare for serving
- Paid personal leave - encompasses vacation and sick time
- Paid holidays (10 per year)
- Insurance: excess accident, automobile liability and medical coverage to and from your volunteer assignments
- Appreciation from clients and volunteer station