**Senior Companion Volunteer Job Description**

**Brief Description of Agency/Organization and Its Purpose:** The Senior Corps Program at Missoula Aging Services is an alliance hundreds of volunteers in Missoula County 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, veteran’s and public safety.

**Summary of Job:** The Senior Companion Program offers income eligible people age 55 and older the opportunity to provide supportive person-to-person services to assist older adults and adults with disabilities remain independent and promote increased quality of life. Senior Companions may also provide much needed respite for families or caregivers who may have the responsibility of 24 hour a care. Senior Companions volunteer a minimum of 15 hours weekly in a variety of settings.

**Responsibilities:**

1. 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. Abide by the rules of the volunteer station and the Senior Companion Program.
4. Encourage the independence of clients and promote increased quality of life.
5. Inform the volunteer station if you are going to be late, absent or unable to work.
6. Respect confidentiality of the clients and their family.
7. Keep time sheet up to date and accurate.

8. Complete the required 40 hours training and attend mandatory monthly in-services.

9. Provide one-on-one personal support to clients according to the care plan.

10. 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, gender, disability, or age

- Enrollment is contingent upon the ability to be successfully matched with a station

- 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.

- FBI Fingerprints, Criminal, Sex Offender and background checks required

- Valid Driver’s License and insurance required

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**Requirements for the job:**

* Requires moderate physical activity to stand, walk, balance, sit, bend and maneuver stairs
* Use of arms, hands and fingers; to feel and reach.
* Independently transport to and from your volunteer station.
* Willingness to transport client to necessary appointment and errands.
* Maneuver around furniture, and things on the floor.
* Ability to communicate reasonable accommodations to a supervisor. Ex: stairs to climb
* Must be literate.
* Ability to see, hear and speak in normal situations.

**Reasonable Accommodations**

Missoula Aging Services is committed to providing reasonable accommodations to employees or non-paid staff applicants with disabilities, in accordance with federal and state law. A reasonable accommodation enables a qualified individual with a disability equal opportunity to provide the same level of performance, enjoy equal benefits, and receive equal privileges as a member who does not have a disability. Disclosure can happen from an informal conversation to a formal written request for an accommodation. It can also happen at any time during the term of service, from the interview, to months after you begin serving.

**Benefits:**

* Stipend allows eligible persons to serve as volunteers without cost to themselves
* Reimbursement of 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 accidental medical coverage while at volunteer assignments
* Appreciation from clients and volunteer station
* Senior Companion activities include socialization, reading, playing games or cards, helping to arrange transportation to appointments, shopping, etc. -- in short being a caring, supportive person in an elderly or disabled adult’s life.