

Volunteer Job Description

Position Title: Respite Volunteer

Supervisor: Casemanagers/Executive Director

Benefits:

The volunteer will learn new skills, make new friends and experience personal growth. The volunteer is covered by liability insurance while serving as a respite worker. The volunteer will gain the satisfaction of helping those in need and the chance to make a difference and impact the lives of a patient and the caregiving families.

Responsibilities:

You will be working in your community, designated respite area or at the Respite Volunteers of Shiawassee Office, depending on your skills and expressed interests. The in-home respite volunteer is to provide companionship to the adults with persistent health needs, or frail elderly person and respite to caregivers. The volunteer may be asked to assist the patient in feeding, transferring, dressing, reading, letter writing or just provide companionship. The volunteer will not be expected to do household chores. A volunteer may not give medication. Each family and patient will have different care needs which will be fully discussed with the volunteer before accepting the assignment. A volunteer is asked to serve up to four (4) hours a week.

Qualifications:

A volunteer should be interested in meeting and working with new people, enjoy helping others. Special consideration will be given to youth, primarily high school students requesting volunteer opportunities. A volunteer must want to help others, be responsible and dependable. *(We are researching parent permission authorization forms for youth volunteers.)*

Training:

The volunteer will receive respite training planned to prepare you to do in-home respite and to work within Respite Volunteers of Shiawassee program. The volunteer must attend the initial training, before doing respite in-home work. The volunteer will be expected to attend the In-Service Trainings provided for his/her growth and information. Training will be scheduled locally and at convenient times as much as possible. A volunteer with special skills may be called upon to help in training others.

Evaluation:

The volunteer will have an opportunity to give and receive feedback from other volunteers. The coordinator is asked to conduct a yearly evaluation of each volunteer. The volunteer may see their evaluation upon request.

Commitment:

The volunteer will be committed to complete responsibility for a recipient while volunteering or temporarily replacing a caregiver, knowing provisions are in place for emergency help at all times. The volunteer will attend an initial training, educational workshops, turn in their volunteer service hours monthly and always keep their commitment to the caregiver. The volunteer should make a commitment to Respite Volunteers of Shiawassee for a minimum of one year.