



CommunityLinks

Friendly Visiting Volunteer Position Description

Position Title: Friendly Visitor

Purpose: The Friendly Visiting Program is a preventive program to help isolated seniors live independently in the safety of their own home and community for a longer period of time by providing social contact, companionship and support. This is achieved by decreasing social isolation, providing seniors with an opportunity to gain increased community involvement and responding to basic needs. Volunteers are matched (based on similar interests) with a senior to provide companionship through social and supportive visits at the senior's home or in the community. Contact with the senior and the volunteer will remain in place to ensure a compatible match, monitor progress and implement additional supports if needed.

Duties and Responsibilities:

- Visit with the senior in their home and participate in activities such as (but are not limited to): playing cards/games, sharing stories, baking, walking, crafts, helping with reading and writing letters.
- Establish rapport and develop a friendly, supportive relationship with the senior. Be sensitive to individual needs.
- Give clear messages about what your role is, what you can or cannot do, and agency policies.
- Carry a cell phone.
- Arrive on time for all meetings with the senior
- Provide total monthly volunteer hours and total number of times you met with the senior at the end of each month to the Volunteer Coordinator.
- Comply with and honour the Mission, Vision & Values of Community Links.
- Sign and abide by Community Links Code of Conduct and Confidentiality Agreement.
- Treat community members, other volunteers and staff with respect and dignity.
- Inform the Volunteer Coordinator in a timely manner of illness, vacations or extended periods of time away that may require a substitute volunteer.
- Report any concerns to the Volunteer Coordinator as soon as possible.
- Follow Community Links Emergency Procedures.
- Complete Orientation & Training (as applicable).



Friendly Visiting Volunteers are unable to:

- Administer medication
- Assist with personal hygiene
- Transport the senior without appropriate screening (Please contact VC)
- Accept private work and/or gifts from senior
- Be responsible for household duties (i.e. house cleaning/maintenance)
- Give out personal information, such as home address
- Provide support to the senior if they feel their safety is at risk (i.e. unauthorized person in the home, illegal activity has been indicated, the condition of the home presents a possible health hazard, senior is dressed inappropriately, senior is abusive towards the volunteer, and/or appears impaired by drugs or alcohol)

Time Requirements: 1 hour per week

Benefits:

- Make a difference in your community
- Be part of a successful agency
- Feel the personal satisfaction of helping others
- Opportunity to become aware of social issues
- Gain volunteer experience & enhance resume
- Develop and strengthen problem solving and communications skills

Skills, Qualifications and Eligibility Requirements:

- Enjoy working with seniors
- Volunteer must be reliable and trustworthy, enjoy working one on one, unsupervised
- Possess good interpersonal and communication skills
- Compassionate, respectful, patient and sensitive to the needs seniors
- Possess good judgement and manage personal boundaries

Paperwork Requirements:

- Applications Form
- Code of Conduct
- Signed Position Description
- Confidentiality Agreement
- Personal Interview
- Reference Checks
- Police Check – Vulnerable Sector (Maximum 3 Years Old)