



PO Box 1717
648 N Jackson Street
Helena, MT 59624-1717
406-447-1680 office
406-447-1629 fax

Senior Companion Volunteer Job Description

Brief Description of the Senior Companion Program and its purpose: The Senior Companion Program brings together volunteers age 55 and over with adults in their community who have difficulty with the simple task of day-to-day living. The program's goal is to maintain the independence of homebound seniors and adults with special needs, allowing them to continue living in their own homes.

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 and may work up to 40 hours per week.

Responsibilities:

- To commit to 15-40 hours of service per week.
- To see assigned clients the hours stated on their Assignment Plan and Letter of Agreement for In-Home Assignment.
- Be a good listener and give full attention to the individual being visited.
- To abide by the rules of the volunteer station and the Senior Companion Program.
- To encourage the independence of clients and promote increased quality of life.
- To inform the volunteer station if you are going to be late, absent or unable to work.
- To respect confidentiality of the clients and their family.
- To keep time sheets and mileage reimbursement forms up to date and accurate.
- Complete the required 40 hours training and attend mandatory monthly in-services.
- Provide one-on-one personal support to clients according to the Assignment Plan / Letter of Agreement for In-Home Assignment.
- To 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, 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.





PO Box 1717
648 N Jackson Street
Helena, MT 59624-1717
406-447-1680 office
406-447-1629 fax

Requirements for the job:

- Current Driver's License or willingness to use public transportation.
- Current automobile insurance.
- Requires moderate physical activity to stand, walk, sit, bend, climb or balance.
- Use of arms, hands and fingers; to feel and reach.
- Independently transport to and from your client's home.
- Maneuver around furniture, and things on the floor.
- Ability to communicate reasonable accommodations to a supervisor. Ex: stairs to climb
- Ability to see, hear and speak in normal situations.

Reasonable Accommodations

RMDC, Inc. Senior Corps Programs 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:

- Tax-free stipend and mileage reimbursement.
- Yearly physical paid by RMDC, Inc. Senior Corps Programs.
- Ongoing in-service.
- Paid personal leave - encompasses vacation and sick time.
- Paid holidays (10 per year).
- Insurance: excess accident, automobile liability and medical coverage while at volunteer assignments.
- Appreciation from RMDC, Inc. Senior Corps Programs.

Within the range of 15-40 hours per week, approximately how many hours do you wish to serve? _____

I have read the above Senior Companion volunteer job description and agree to perform these responsibilities.

Signature: _____ Date: _____