

Neighbors Who Care

Position Description

- I Position Title: Volunteer Visitor
- II Description: Acts as a friendly visitor to the homebound and offers a sensitive and open presence to the elder. The outreach volunteer acts as a patient listener and is often of great value to a lonely homebound elder. The outreach volunteer also helps with a variety of acts of kindness by providing companionship, letter writing, errands, escort/transportation to medical appointments, reading aloud, and reassurance by telephone. For those needs of the elder that the outreach volunteer is unable to meet, the volunteer notifies the Program Director who in turn makes referrals to appropriate agencies and/or programs.
- III Responsible to: Program Director/Volunteer Coordinator
- IV Functions:
- Understands and supports the Mission, Values, Goals and Service provided by the program.
 - Possesses knowledge of the population served.
 - Establishes a respectful and caring relationship with elders and holds in confidence personal information shared.
 - Is familiar with other resources/programs available to volunteers.
 - Performs only assigned duties.
 - Is familiar with guidelines for particular tasks to be performed.
 - Is an active listener, sharing personal experience and special interests if appropriate.
 - Assesses how much assistance is needed and is alert to changing needs of the care receiver and informs the Program Director/Volunteer Coordinator of additional services that may be needed.
 - Transports elders when appropriate.
- V Hours: An average of 3-5 hours a month.
- VI Qualifications:
- Mature adult who is a person of faith and spirituality.
 - Ability to work with others.
 - Meets responsibilities and commitments.
 - Empathetic.
 - Compassionate.
 - Accepts people as they are.
 - Emotionally stable.
 - Comfortable with sick, elderly and disabled.
 - Recognizes the value of services to elders.
 - Willing to learn skills.
 - Flexible and adaptable.