

ENSO HOUSE

Volunteer Job Description

Job Title: Caregiving Assistant

Supervisor: Manager or Core staff member

General Description: Caregiving Assistants provide residents with companionship and help with meeting personal, non-medical needs. These might include meal preparation and clean up, visiting, reading, writing letters, or quiet companionship. Assistant caregivers will **not** provide assistance with bathing, toileting, transfer or self administration of medication.

Responsibilities:

- Protect residents' confidentiality at all times.
- Provide companionship and support to residents and/or visitors. Help with meeting personal needs, such as: running errands, visiting, letter writing, reading, assisting with serving meals and snacks. Help with light housekeeping and laundry.
- Arrive 10 minutes before the start of your shift and read the log back over the previous 24 hours. Listen to the report from the previous volunteer and ask questions that occur to you. Check the schedule to see what is happening (bath, visitors?)
- Log in - noting time and your name.
- Introduce yourself to the resident, if appropriate, and observe situation. Carry On!
- On your initial visit, familiarize yourself with the routine to be followed when that resident dies.
- Call a staff member if you need help, regardless of the time. Call if you are uncomfortable or unsure about a situation.
- At the end of your shift, sign your last entry.
- Plan to stay long enough to give a report to the next volunteer.
- Report all volunteer hours.
- It is our policy to match volunteer strengths with our residents' needs. Clear communication about your areas of competence and comfort level is essential.

Qualifications:

1. Strong verbal and listening skills.
2. Ability to follow directions accurately. Team player.
3. Maturity and good judgment.
4. Flexibility.
5. Must have Food Handler's Permit in order to serve food.
6. Criminal Background check.
7. Two step test for Tuberculosis or chest x-ray within the last 12 months and annually.

Time Commitment: One 4 hour shift weekly for 6 months

Training: Enso House volunteer and in-service training

I, _____, have read the above job description and agree to fill this position to the best of my ability.

Signature

Date