



## Visiting Volunteer

### Position Description and Services Agreement

**REPORTS TO:** LBFE Program Director

**HOURS:** 6 hours per month, 1 year commitment



**Position Summary:** The Visiting Volunteer helps relieve the isolation of older adults by providing social contact and friendship to enhance their lives. The time commitment includes two face-to-face visits each month, phone calls and travel time. Visiting Volunteers are thoughtfully matched to elder friends based on interests, personality and location.

#### Duties and Responsibilities:

- 1) Complete application process.
- 2) Attend volunteer orientation and basic training session.
- 3) Sign a statement of confidentiality and keep information about the older adult(s) you serve confidential.
- 4) Visit your older friend for about 6 hours a month for 1 year through a combination of face-to-face visits, social outings and phone calls.
- 5) Act as a liaison between the older adult and the agency by reporting concerns about health and life changes to your supervisor once a month or more frequently if necessary.
- 6) Complete a Time Report each month.
- 7) Report elder abuse and neglect immediately to your supervisor.
- 8) Follow the agency's Volunteer Policies and Procedures.
- 9) Provide feedback, suggestions, and recommendations to appropriate staff concerning the effectiveness of the agency's program services.
- 10) Inform your supervisor, at least two weeks in advance, if you are unable to continue your volunteer duties.

#### Minimum Qualifications:

Volunteers will have: a desire to enhance the well-being of older adults; sensitivity to the needs of lonely and isolated older adults facing challenging circumstances; flexibility and open mindedness to diversity; effective communication skills; an ability to make commitments and follow-through; and have transportation to and from residences in Ramsey and Hennepin counties.

#### Benefits:

Volunteers often find gratification in helping relieve the isolation of an older person. They gain experience in the field of aging services and they develop new friendships and share new experiences. Training and workshops related to issues on aging are also available.

Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_

Visiting Advocate Coordinator \_\_\_\_\_

Date: \_\_\_\_\_

Program Participant \_\_\_\_\_

Date: \_\_\_\_\_