

Johnson County Human Services & Aging Volunteer Job Description

Helping Hands

Job Description

Assisting clients with a variety of jobs that the client is not capable of doing themselves

Work Location

Clients' homes in Johnson County

Duties and Responsibilities of Volunteer

- Volunteer will wear Volunteer ID tag when visiting client's home
- Contact client to schedule appointment to perform tasks
- Perform only the task(s) assigned to by the Volunteer Coordinator
- Spend maximum of 1 -2 hours at a client's home, unless prior approval given by Volunteer Coordinator
- Email Volunteer Coordinator to report amount of time spent at a client's home, when job is finished
- Notify appropriate staff of cancellation or late arrival
- Inform Volunteer Coordinator of personal contact information updates, when appropriate
- Attend trainings that are provided

Responsibilities of JOCO HS/A

- Volunteer Coordinator (VC) will notify the volunteer if the VC will be out, if necessary
- Orient the volunteer to parking locations and guidelines
- Discuss dresscode
- Review all documents pertinent to position
- Identify with volunteers any physical risks or challenges in position
- Review with volunteer where to keep personal belongings
- Introduce volunteer to staff and other volunteers.
- Invite volunteer to the annual Volunteer Appreciation event
- Invite volunteer to participate in enrichment activities
- Provide any and all necessary training for this position

Qualifications

- 16+ to work only
- 15 and under, must have adult supervision
- Provide your own vehicle/transportation
- Valid driver's license and auto insurance, if driving yourself to client's home
- Knowledge and observance of Kansas driving laws
- Prefer volunteer has basic computer skills – word processing
- Prefer volunteer to have personal email account
- Ability to work independently and follow directions
- Good work habits such as punctuality, dependability, honesty, open communication
- Ability to relate to people
- Ability to adapt to change

- Ability to work as a team member
- Friendly, supportive and compassionate attitude
- Adhere to policies set forth by HS/A concerning Code of Ethics, HIPAA, and Confidentiality
- Complete application and sign all documents necessary to become a volunteer, including background check if necessary
- Ability to discuss performance

Time Commitment

- Minimum time to be considered active
- Hourly commitment
- Yearly commitment

Training

- Attend new volunteer orientation
- Performance review
- Pertinent training for volunteer position

Volunteer Supervisor

Benita Webber

Volunteer Services Coordinator

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Benefits

- Involvement in a volunteer activity that improves the quality of life of residents in Johnson County
- Personal satisfaction in helping JOCO HS/A clients continue independent living
- Make a positive impact on lives of individuals, their families and the community
- Develop new friendships

Required Forms and Documentation

- A copy of Driver's license and auto insurance
- Volunteer application
- Code of Ethics
- HIPPA Form
- Confidentiality
- Approval to conduct background checks, if necessary

The Volunteer Coordinator has reviewed this job description with me. My questions and concerns have been answered and met. I understand I am free to contact the Volunteer Coordinator at anytime to discuss further questions.

Volunteer's Signature

Date