

**VOLUNTEER POSITION DESCRIPTION**

<b>POSITION TITLE: Senior to Senior Telephone Caller</b>
<b>PURPOSE:</b> To keep in touch with shut-in seniors
<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Call daily to make sure that the senior hears a friendly voice</li> <li>• Let JFSC know if something is not right with the senior</li> </ul>
<b>TIME REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• As needed (daily call)</li> </ul>
<b>SKILLS AND QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Pleasant telephone manner</li> <li>• Patience and non judgemental attitude</li> </ul>
<b>TRAINING:</b> <ul style="list-style-type: none"> <li>• Volunteers will be oriented to the agency and will receive training relevant to the position</li> <li>• Ongoing support provided</li> </ul>
<b>ACCOUNTABILITY:</b> Volunteers will be responsible to the Volunteer/Projects Coordinator
<b>EXPECTATIONS:</b> All volunteers are asked to: <ul style="list-style-type: none"> <li>• Abide by JFSC policies &amp; procedures</li> <li>• Attend orientation and training workshops as necessary</li> <li>• Participate in evaluations</li> <li>• Maintain confidentiality</li> </ul>
<b>BENEFITS:</b> <ul style="list-style-type: none"> <li>• Receive continuing education regarding seniors within the community</li> <li>• Social events and volunteer recognition</li> </ul>
<b>OTHER:</b> <ul style="list-style-type: none"> <li>• A security check will be required</li> </ul>
<b>For more information contact Gahl Pratt Pardes:</b> <b>403-287-3510 ext. 240 / <a href="mailto:gahlp@jfsc.org">gahlp@jfsc.org</a></b>