



FAITH
IN ACTION

Volunteer Job Descriptions

ALL VOLUNTEER POSITIONS

- Provide safe and caring services to assigned care receivers.
- Maintain confidentiality.
- Follow all WFIA policy statements.
- Keep WFIA updated on information concerning care receivers.
- Maintain vehicles in safe operating condition.
- Maintain vehicle insurance and a current driver's license, and keep WFIA notified of expiration dates.
- Report all assignments monthly (i.e., assignment, time, mileage, etc.)
- Do not offer advice to care receiver.

TRANSPORTATION VOLUNTEER DUTIES

- Provide transportation for care receivers to medical appointments, grocery shopping, personal business such as to the bank, social security office, insurance office, etc.
- Provide additional stops at the volunteer's discretion
- Transport assistive devices such as canes and walkers. If a rollator walker with a seat is transported, volunteers are not permitted to push a care receiver while seated. Do not transport wheelchairs. However, if a wheelchair is provided at the care receiver's destination, volunteers may push the care receiver in the wheelchair.
- Transport pets at the volunteer's discretion.
- Transport an adult family member or care giver for assistance. Do not transport children under any circumstance.

SHOPPING VOLUNTEER DUTIES

- Get grocery list and cash, gift card, or check from care receiver.
- Shop for care receiver, purchasing items requested.
- Give a receipt for funds received and reconcile with a receipt after shopping.
- Do not shop for cigarettes or alcohol.
- If products cost more than the cash received, return products to shelf. Do not pay the difference.

CARE GIVER SUPPORT VOLUNTEER DUTIES

- Provide companionship to care receiver while care giver has an opportunity to run errands, attend meetings, etc.
- Do not provide medical care, feeding or personal hygiene care.

IN-HOME VISIT VOLUNTEER DUTIES

- Provide ongoing companionship to care receivers through regular visits.
- May provide other services if the volunteer chooses such as grocery shopping, errands, telephone assurance, etc. Please put these separately in Assisted Rides.
- After the initial visit, schedule visits directly with the care receiver.
- The length and frequency of visits should be determined jointly by the volunteer and care receiver.

VISITING CANINES VOLUNTEER DUTIES

- Provide ongoing, in-home companionship to care receivers through regular visits with a certified therapy dog.
- Visits should take place once a week or every other week and last for about an hour.
- After the initial visit, schedule visits directly with the care receiver.

TELEPHONE CALL VOLUNTEER DUTIES

- Well-Check Calls – Contact a care receiver who needs a friendly call by phone. Calls should be made a minimum of once weekly, more often as needed.
- Reassurance Calls – Contact care receiver daily (or they call volunteer) to indicate they are OK.

CHORES VOLUNTEER DUTIES

- Perform minor home repair and/or yard work such as bush trimming, raking, weeding, change lightbulbs, etc.
- Perform light housekeeping duties
- Complete specifically assigned tasks only.

PAPERWORK VOLUNTEER DUTIES

- Assist care receivers in sorting and organizing mail/paperwork.
- Assist care receivers with filling out forms or addressing envelopes.
- Do not pay bills.

OFFICE ASSISTANCE VOLUNTEER DUTIES

- Perform a variety of office tasks, which may include filing, photocopying and assembling of materials for mailings, meetings, reports or manuals.
- Answers telephone and assists callers.

CONGREGATIONAL COORDINATOR

- Serve as liaison between volunteers and the WFIA office.
 - Welcome new volunteers from the congregation.
 - Keep volunteers in the congregation informed of WFIA training opportunities, needs, requests, etc.
 - Notify the WFIA office of any volunteer concerns.
- Serve as liaison between the congregation and the WFIA office.
 - Advocate for, and promote WFIA through congregational bulletins, newsletters, posters, mission fairs, etc.
 - Arrange meetings/speaking engagements for WFIA Staff, Board members and/or Congregational Coordinator to share WFIA's program with the congregation.
 - Recruit volunteers from within the congregation.
 - With cooperation with the Pastor/Rabbi/Priest and/or other congregational leaders, identify those within the congregation who may need WFIA services.
 - Notify the WFIA office of any concerns of the congregation.