



Volunteer Position Description

Position Title: Care Team Volunteer

Purpose: To work together with a team of volunteers to offer social, emotional, and practical support to an unpaid family caregiver and the senior/veteran they are caring for, in order to relieve feelings of isolation, burnout, and stress, and improve their quality of life.

Time Commitment: Provide a minimum of one service activity and one team meeting monthly (approximately 4 hours/month). Scheduling is flexible, based on needs/preferences of caregiver and team during service hours: 7am – 9pm. We ask for a 1 year commitment.

Duties and Responsibilities:

- Offer customized social, emotional, and practical support to caregiver and care receiver, in accordance with your talents and abilities, in cooperation with your team
- Attend monthly team meetings and maintain regular communication with team regarding service completed, progress of relationship with caregiver, care receiver, and team members, and any concerns or challenges.
- Serve, as agreed upon with your team's consensus, which may include structural functions in addition to direct service, such as:
 - Team Lead – Facilitate monthly team meetings, team building, task delegation, and ongoing communication among team members.
 - Caregiver Liaison – Serve as caregiver's main point-of-contact for ongoing communication and requests. Report back to Team Lead to delegate tasks.
 - Program Staff Liaison – Communicate with program staff to report on progress, and request any additional support. Report back to Team Lead to communicate to team.
- Complete personal volunteer time log and report after each service-related or team development activity.
- Attend program volunteer training prior to beginning volunteer duties, and adhere to program rules and procedures, as described in training and volunteer manual.

Qualifications:

- Desire to offer support for seniors and veterans.
- Effective communication skills, including team collaboration, active listening, and initiating conversation.
- Sensitivity to needs of people facing difficult life circumstances.
- Ability to fulfill time commitment.
- Pass relevant background check(s).
- Adhere to a confidentiality policy and pledge.
- Current resident of Washington State.
- Minimum age of 18.

Inappropriate Activities:

- Exchanging money with participants, or receiving large gifts or payment for any assistance.
- Providing financial, banking, legal, or tax assistance.
- Acting as representative payee, conservator, legal guardian or power of attorney.
- Providing personal care, feeding, medication, or hands-on transfer assistance.

Reports to: Care Teams Program Coordinator