Job Description for Adult Day Program Volunteers

Job Title: Activities Aide
Supervisor: Program Coordinator or Activity Director
Job Purpose: To complement the work in our program by providing personalized attention to frail seniors through all phases of the daily routine

Tasks:
- Upon arrival, welcome clients
- Assist with serving snacks
- Socialize with clients
- If necessary, porter clients around the facility
- Assist with the details for the planned recreational activities
- Interact with clients throughout the day
- Assist clients with their preparations to depart

Benefits:
- Experience in a health care program for the community
- Work with people from variety of cultural backgrounds and interests
- Involvement in recreational activities
- Bring joy to an elderly persons life
- Lunch included

Skills:
- Patient, positive, non-judgemental, reliable and work well in the setting

Commitment: 1 day a week or a schedule can be arranged according to the amount of time you feel able to give. Tuesday through Friday from 11-4pm

Code of Confidentiality: The Policy of Confidentiality is very important to us. It is our practice that staff, board members and volunteers signs an Acknowledgement of Confidentiality of Client Information from to reinforce the seriousness and necessity of protecting client information.

Other requirements: A cleared police check is required for this job

Evaluations: will be conducted 3 months after beginning a clinic assignment and bi-annually thereafter

Caution: Volunteers are not to give advice on clients’ health, medications or therapy. If you have a concern, consult with the Program Coordinator or your Volunteer Coordinator.