



## POSITION DESCRIPTION VOLUNTEER

### **Organization**

Shelburne Association Supporting Inclusion

### **Program**

Vocational & Residential Services – Specific Vocational & Residential Sites

### **Job Scope**

Under the general direction of the program assistant or counselor, vocational and/or residential supervisor the volunteer is responsible for assisting with vocational/residential programs and activities with the goal being to assist clients in learning skills which will increase their independence and promote inclusion within their communities.

### **Qualifications Criteria**

- An interest in working with persons with disabilities
- A Police Records check
- Completed application form with two reference contacts
- Approval by Executive Director
- One million insurance coverage if transporting clients

### **Reports to**

- Vocational / Residential Supervisor and/or Executive Director

### **Probationary Period**

- All volunteers will be evaluated after a three month period

### **Duties and Responsibilities**

#### *Programming/Training*

- To support and assist clients in skill development in all of the departments within the vocational sites
- To ensure a holistic approach to client services including but not limited to: freedom of individuality, freedom of choice, leisure needs, personal hygiene and appearance, physical and mental health, relationships, social skills, spiritual needs, skill development, and community access
- To assist in the development and realization of individual vocational plan for clients that focus on their work and life goals
- To be available to the clients to guide, assist support, reinforce, encourage, lead and provide constructive feedback in any of their day to day activities when required or needed

- To encourage good client morale and to assist in maintaining an atmosphere that is warm, supportive and respectful
- To assist clients with accessing community resources and developing skills in community awareness
- To assist staff and clients in Community Employment Program
- To assist staff in the delivery of programs such as: Community Awareness, Independent Living, Crafts, Recreation/Leisure, etc.

*Other*

- To ensure all communication within the workplace is maintained in a manner which enhances professionalism and confidentiality
- To follow all Health & Safety Practices/Policies of the workplace
- To communicate any concerns/questions directly to the Supervisor and/or Program Coordinator
- To be aware of the Fire Drill/Emergency procedures of the vocational site
- To contact the workplace if you are unable to volunteer on your scheduled day
- To assist with report writing
- To be familiar with policies and information as outlined in the Vocational Programs Information Handbook

*Benefits of Volunteering*

- The opportunity to share your time and talents with others
- Work experience in the Human Services field
- A recommendation for the Supervisor/Executive Director after one year of volunteer service
- Training will be provided in Non-Violent Crisis Intervention