

VOLUNTEER – WEST BAY RESIDENTIAL SERVICES, INC.

General Description

Serve as a companion for individuals coaching their independence completing tasks.

Essential Functions

Provide assistance and decision making opportunities that enable individuals to accomplish the activities of daily living including: dietary and mealtime preparation, household tasks, running errands, and community based activities.

Ensure suitable use of time with activities that are appropriate for each person.

Promote communication and interactions consistent with West Bay's Core Values and Mission.

Maintain a positive, productive environment including relationships with individuals, families management, employees and community associations.

Ensure safety by reporting concerns to management team.

Attend and successfully complete required training.

General Requirements

- Good communication and interpersonal skills.
- Facilitate and maintain good working relationships with a variety of people.

Additional Functions

- Regularly required to reach with hands/arms, push/pull, stoop, kneel and bend/twist.
- Regularly required to stand, walk and sit.

Attitudes & Personal Qualities

1. Honest, reliable and trustworthy.
2. Pleasant and respectful.
3. Ability to follow instructions.
4. Strive for excellence.

**Continued on next page*

NOTE:

- Training excludes: personal care, assisting with lifting & transferring, medication administration and medication In-service, Healthcare In-service, driving & van hook ups.
- All individuals are supervised by management while volunteering.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. This volunteering description does not restrict the agencies right to assign or reassign duties and responsibilities at any time.