



Indus Community Services (Indus)

VOLUNTEER POSITION DESCRIPTION

Position Title: Friendly Visiting Volunteer	Locations: Mississauga & Brampton	
Responsibilities and Duties: <i>(but not limited to)</i> <ul style="list-style-type: none"> ▪ Visit on a regular basis - a minimum 2 hour weekly visit at a mutually agreed upon time ▪ Provide support and encouragement to clients to help reduce isolation ▪ Plan and engage in mutually agreeable activities with seniors ▪ Work towards achieving goals set out by referring health professional ▪ Care for the safety of the clients at all times ▪ Maintain confidentiality of client, family and organization ▪ Maintain contact with the Volunteer Services Coordinator, informing Coordinator of any concerns ▪ Complete and submit a monthly time/activity report. ▪ Adhere to the mission, vision, guiding principles and values of the organization and the Friendly Visiting program ▪ Maintain confidentiality of client, family and the organization ▪ Represent Indus in a professional manner at all times ▪ Arrive on time and be committed to the agency and the agreed upon hours 		
Qualifications and Skills: <ul style="list-style-type: none"> ▪ A minimum two hour weekly visit at a mutually agreed upon time for a minimum commitment period of three months ▪ Communication and active listening skills, empathy, patience, tact ▪ Enjoy being with seniors, is respectful and positive ▪ Good social skills and basic conversational skills in English and one or more South Asian languages (Hindi, Punjabi, Urdu, Tamil) ▪ Responsible and reliable, consistent, able to work with minimum supervision ▪ Creative about mutually enjoyable activities and leisure pursuit ▪ Has integrity and judgement is open and supportive, cooperative ▪ Has knowledge about and sensitivity to ageing issues and challenges ▪ Current Criminal Record Check including Vulnerable Screening will be required 		
Boundaries/Limitations: DO NOT: <ul style="list-style-type: none"> ▪ Administer medications ▪ Lift or toilet clients ▪ Provide personal care ▪ Perform house cleaning ▪ Transport clients in vehicle unless approved as a volunteer driver ▪ Accept gifts or undertake any financial responsibilities for the client, including banking 		
Benefits: <ul style="list-style-type: none"> ▪ An opportunity to improve someone's quality of life while enjoying the company of someone who can share life experience ▪ Gain work experience in health care, social work, gerontology ▪ Demonstrate to employers you are trustworthy, dependable, and committed 		
Approved By: Gurpreet S. Malhotra, CEO	Date Approved: January 9, 2017	
Employee		
Name:	Signature:	Date: / /

Indus Community Services founded as India Rainbow Community Services of Peel

Note: This job description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the required job functions. Further, the job description is subject to change at the discretion of management.