



VOLUNTEER POSITION DESCRIPTION

PROGRAM: Community Care Services' Foster Care and Adoption Program

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Community Care Services – Foster Care and Adoption Volunteer

QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Basic office and business skills required.
- Microsoft office skills are very helpful, but not required.
- Ability to do tedious work at times.
- Ability to be pro-active and reliable.
- Ability to bend and move with ease.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

Community Care Services seeks to find the best volunteer for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately (business casual) and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form in Foster Care.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities based your skill level and the needs of the office, including:

- Filing, faxing, tracking information on Excel spreadsheets (if applicable)
- Photocopying, organizing, stapling, mailing packets (if applicable)
- Shredding paper files as needed (if applicable)
- Other general office duties (if applicable)

OTHER RELATED RESPONSIBILITIES

All volunteers complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on Community Care Services' mission, including its philosophy, goals and general policies. The OSHA training is repeated annually. Volunteers are encouraged to attend additional training, including First Aid and CPR. This training is our gift to you.

WORKING CONDITIONS

Foster Care and Adoption Program - Community Care Services
132 South Main Street; Berkley, MA 02779

OTHER:

For over twenty years the **Intensive Foster Care & Adoption Program** of Community Care Services has provided emergency and long-term foster care placement for children throughout Southeastern Massachusetts and Rhode Island. The program provides a comprehensive network of support for all foster children and foster parents. Clinical and case management services are delivered by an integrated multidisciplinary team of professionals, which include Master's level social workers, Bachelor's level case managers and experienced management staff. We have approximately 75 foster homes with the capacity for over 100 youth. Geographically, homes are located from Cape Cod to Boston, covering approximately 30 communities. In addition to our Taunton site, we also have offices in Wareham and New Bedford, Massachusetts, Connecticut and Cranston, Rhode Island.

AGENCY SUMMARY:

Community Care Services is a non-profit 501(c)(3) human services agency. Our mission is to maximize the potential inherent in individuals, families and communities. The agency offers over 30 diverse programs throughout Southeastern Massachusetts,

parts of Rhode Island and Connecticut, serving over 8,000 individuals each year.

We have over 400 employees and 250 volunteers, including interns. The agency provides a variety of volunteer opportunities, based on your interests and skills.

Please visit our website at www.communitycareservices.org. On the "Home" page, type **volunteer** in the search bar. This will link you to the agency's Volunteer & Intern website for additional information and application paperwork.

Because you have chosen to volunteer at one of Community Care Services' programs, we recognize that you are a generous and caring person. We appreciate your contributions; and our staff is committed to providing excellent supervision and support for you. We sincerely feel that volunteers are members of our team; and we hope that you feel as we do.

Contact:

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website: <http://fostercare.communitycareservices.org>