



## VOLUNTEER POSITION DESCRIPTION

**PROGRAM:** Community Care Services' Hillside Adult Day Health Care

**POSITION REPORTS TO:** Program's Volunteer Supervisor

**DESCRIPTION DONE BY:** Director of Volunteer & Intern Services

<p><b>POSITION TITLE:</b> Community Care Services - Hillside Adult Day Health Center Volunteer.</p>
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<p><b>QUALIFICATIONS (Education and Experience)</b></p>
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| <ul style="list-style-type: none"> <li>• There are no education requirements for volunteers.</li> <li>• Sensitivity to the challenges of the elderly and disabled, and ability to relate to these clients</li> <li>• Ability to promote a caring and respectful attitude toward clients, staff and other volunteers, respecting privacy and confidentiality.</li> </ul> |
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<p>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.</p>
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<p><b>PRINCIPLE ACCOUNTABILITIES</b></p>
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<p><b>General Duties and Responsibilities:</b></p>
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| <ul style="list-style-type: none"> <li>• Dress appropriately and be punctual.</li> <li>• Notify your supervisor if you are unable to keep your schedule.</li> <li>• Keep a record of your service hours on the posted form at Hillside.</li> <li>• Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.</li> <li>• Follow the agency's Confidentiality Policy.</li> </ul> |
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### **Specific Responsibilities:**

You can choose to participate in a variety of activities, including:

- Assist with serving morning or afternoon meals and snacks (if applicable)
- Assist a staff person with individual or group activities, such as bingo, “bowling”, “golf”, horseshoes, balloon basketball/volleyball, etc. (if applicable)
- Play board games or cards (if applicable)
- Read to a visually impaired client (if applicable)
- Share stories and listen (if applicable)
- Walk with clients (if applicable)
- Assist in field trips (if applicable)
- Do manicures (if applicable)
- Your ideas are always welcome!

### **OTHER RELATED RESPONSIBILITIES**

All long-term volunteers (performing a total of more than 20 hours of service) at Hillside complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, Mantoux (tuberculosis) testing, information on Community Care Services’ mission, as well as Hillside’s place in that mission, including its philosophy, goals and general policies. The OSHA training and Mantoux testing is repeated annually.

Volunteers are encouraged to attend additional training, including First Aid and CPR, This training is our gift to you.

### **WORKING CONDITIONS**

Volunteer service is performed at Hillside ADHC, 50 Walton Street; Attleboro, MA.

**OTHER: Hillside**, a program of Community Care Services, provides day treatment for frail elders and functionally impaired adults. Hillside provides a safe, caring environment with medical, social and rehabilitation therapies. The program operates Monday through Friday, 7:30 AM to 4:30 PM.

Each participant in our program is provided with an array of services, such as the opportunity for socialization, peer interaction, health assessment and education, medication management and encouragement to reach and maintain maximum independence. Hillside also provides a memory disorder unit that is a calm, safe environment and provides specialized care for those with memory impairments. Along with these services for our participants, their families receive support, respite and education.

If you wish to work in a caring environment with frail elders and disabled adults, and

would like to better understand the effects of aging on a diverse population, Hillside Adult Day Health Care provides a wonderful service and learning opportunity

**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](http://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:**

Sallie Barton, Activities Director & Volunteer Supervisor

Helen Stradone, Director - [hstradone@communitycareservices.org](mailto:hstradone@communitycareservices.org)

Hillside Adult Day Health Center

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