



JOB DESCRIPTION

TITLE:	Volunteer
EXEMPT STATUS:	Non-Exempt
HOURS:	Arranged hours
DEPARTMENT/PROGRAM:	Hutton House
SUPERVISOR:	Program Coordinator
POSITION SUMMARY:	Assists in program as needed, will be trained for specific duties, and will act as a program representative.

QUALIFICATIONS:

1. High School diploma, college courses or work in related field is preferred.
2. Prior experience working with high risk youth and families is desired.
3. Ability to handle crisis situations and decide appropriate course of action.
4. Ability to push or pull up to 25 pounds.
5. Ability to ascend and descend stairs.
6. Meet all state licensing requirements for group homes.
7. Pass agency paid criminal justice screening including fingerprints, if required.
8. Pass agency paid health screening and/or drug testing, if required.
9. Valid California driver's license, if required.
10. Proof of auto insurance coverage, if required.

REQUIREMENTS:

1. Agree to participate as an active Center for Human Services Volunteer for a period of one (1) year.
2. Represent the agency in a professional and competent manner.
3. Advocate for the best interests of the agency and client's we serve.
4. Establish and maintain effective working relationships with the general public, co-workers, CHS clients, supervisors and members of diverse cultural and linguistic backgrounds regardless of race, color, national origin, ancestry, political affiliation, gender, sexual orientation, religion, marital status, age, medical conditions and physical or mental disability.
5. Maintain confidentiality and confidential information in accordance with legal standards and/or agency regulations.
6. Perform job duties in a safe manner to ensure a safe working environment for oneself and others.
7. Participate in assigned scheduled agency meetings, in-service trainings, conferences and other trainings as determined by the supervisor. This includes serving as an agency representative at assigned community meetings.
8. Observance of assigned working hours and program appointments by demonstrating promptness and thorough preparation.
9. Performance of assigned duties with a positive attitude and in the spirit of teamwork, collaboration and cooperation.
10. Communicate effectively both orally and in writing.
11. Work efficiently with a variety of situations and people.
12. Preparation of assigned reports, work records, statistical data, etc. in a timely manner.

DUTIES:

1. Perform intake duties and serves as the initial point of contact for individuals entering or exiting the facility.
2. Maintenance of documentation related to household upkeep, shopping and vehicle maintenance.
3. Maintains facility according to licensing and agency standards.
4. Perform other duties as assigned.
5. Performs childcare and supervision duties to include, but not limited to:
 - Supervision, protection and care of children individually and in groups at all times.
 - Assistance to each child in working with a group and in handling individual problems.
 - Administration of discipline and setting of limits for behavior.
 - Notation of the child's progress, identification of the possible need for professional services and communication of such finding to other staff.
 - Assistance in dressing, grooming, bathing and other personal hygiene.
 - Assistance with administering medication and completion of corresponding documentation.
 - Central storing and/or distribution of medication.
 - Arrangement of and assistance with medical and dental care.
 - Maintenance of house rules for the protection of clients.
 - Supervision of client schedules and activities.
 - Maintenance and/or supervision of client cash resources or property.
 - Monitoring food intake or special diets.
 - Household duties used toward the development of self-help skills for youth.
 - Support staff duties used toward the development of self-help skills for youth.
 - Support staff duties (office work, cooking, house cleaning, laundry and maintenance) must not interfere with childcare duties.

I have read and understand the job description as detailed above.

Volunteer

Date

Supervisor

Date

03/09
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