

## Volunteer Services

<b>PROGRAM:</b>	Support Services Outreach
<b>Outcome</b>	Volunteers in the communities served will have diverse and appropriate opportunities to volunteer in a range of programs of the society.
<b>VOLUNTEER POSITION</b>	Outreach Volunteer
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Assist clients with filing and maintaining applications</li> <li>• Organize filing system</li> <li>• Maintain housing application forms by ordering when quantity is low</li> <li>• Update application information forms when needed</li> <li>• Assist clients filling out housing application forms at Seniors Services office</li> <li>• Search on line for specific housing and availability information/requirements</li> <li>• Keep records of updated application information</li> <li>• Search on line for specific housing and availability information/requirements</li> </ul>
<b>Skills required:</b>	<ul style="list-style-type: none"> <li>• Work well with others</li> <li>• Compassionate, caring ,patient and non judgemental</li> <li>• Experience working in the community with seniors an asset</li> <li>• Fluent spoken and written English</li> <li>• Computer literate</li> </ul>
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>• Criminal record check mandatory</li> <li>• Must be able to follow instructions</li> </ul>
<b>Commitment required:</b>	<ul style="list-style-type: none"> <li>• Work schedule negotiable</li> </ul>
<b>Training required:</b>	<ul style="list-style-type: none"> <li>• Orientation provided by attending the volunteer information workshop, outreach worker</li> </ul>