



**KRISTUS DÂRZIS**

LATVIAN HOME

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## **VOLUNTEER JOB DESCRIPTIONS**

### **Friendly Visiting Volunteer**

#### **Before reporting for duty you should:**

- Sign in the Volunteer Book located outside the Program & Support Services Office
- Wash your hands
- Pin on volunteer tag (if you forget yours, get a replacement from the Program & Support Services Manager)
- Report for duty to the Program & Support Services Manager or designated person

#### **Specific Duties:**

1. Confers with Program & Support Services Manager re: appropriate information including illnesses, hospitalizations, and special needs
2. Reports any concerns to the Program & Support Services Manager
3. Maintain a sincere, friendly relationship with individual Resident(s)

#### **Requirements:**

- Bi-weekly or as requested
- Respect resident confidentiality

#### **Qualifications:**

- A desire to talk, listen and socialize with the Residents
- Ability to communicate in Latvian a definite asset