



KRISTUS DÂRZIS

LATVIAN HOME

VOLUNTEER JOB DESCRIPTIONS

Friendly Visiting Coordinator

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. Coordinates with friendly visitors in placing visitors and Residents together
2. Confers with Program & Support Services Manager re: appropriate information including illnesses, hospitalizations, and special needs
3. Reports any concerns to the Program & Support Services Manager

Requirements:

- Bi-weekly or as requested
- Arrange transportation of visitors if required
- Respect resident confidentiality

Qualifications:

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