

# CHOICES

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## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Volunteer</b>
REPORTS TO:	Program Manager
WAGES/SALARY:	none / volunteer
HOURS:	open / flexible

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### **POSITION SUMMARY**

Volunteers are an important part of CHOICES, Inc. They add tremendous value to the organization's mission, vision, values, and goals, as well as bring variety and support to the organization. Volunteers are honored for their services to the organization. Ideally, volunteers are matched to interests, skills, and abilities to assist with meeting the individualized needs of staff, participants, and guests. In order to insure the effectiveness of CHOICES, Inc., volunteers must demonstrate commitment to the mission, vision, and values of the organization, as well as competencies that are required for the provision of services and supports rendered by them. Volunteers need to model competency in recovery and maintaining ongoing wellness.

### **A. ESSENTIAL VALUES:**

**The following values are expected of the volunteers:**

- Respect for participants and staff
- Confidentiality
- Caring
- Compassion
- Service
- Non-discrimination
- Dignity
- Loyalty
- Responsibility
- Trustworthiness
- NO conflict of interest
- Follow through
- Dedication

### **B. CORE VALUES**

Demonstrate personal and interpersonal qualities that support the core values and mission of CHOICES, Inc. Have an unwavering belief in the power and possibility of recovery and absolutely believe that all individuals can lead full, rich and productive lives.

MISSION: Consumers having ownership in creating effective services (CHOICES)

### **PRINCIPLES OF RECOVERY:**

Recovery is holistic, embraces culture, supported by peers, self-directed, springs from hope, and is a reality.

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Rehabilitation services are person-centered, involve family and friends, anchored in the community, strength-based, use peer supports and honor partnerships.

CORE VALUES: Services are flexible, comprehensive, wellness driven and effective

## **Volunteer jobs / roles / requirements:**

All volunteers are required to demonstrate competencies to provide services within the role and scope of their volunteer position. Volunteers can participate in different programs within the organization. Some of those roles are as follows:

1. Be a friendly volunteer and greet and develop on-going relationships with program participants
2. Be a designated shopper and help participants maintain their independence and keep up good nutrition
3. Answer phones
4. Phone participants for appointment reminders
5. Arts and crafts
6. Construct and / or build participant charts
7. Construct resource binders
8. Prepare group materials
9. Co-facilitate groups
10. Assist in our holiday programs
11. Other jobs / roles as needed
12. Be able to pass an extensive state and federal background check.
13. Have negative TB (PPD) test results

We are an EEO, ADA, & AA employer

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This Job Description reflects CHOICES, Inc.'s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Duties performed can either be in an office setting or out in the community. Frequent moving. Long periods of sitting or standing. Some lifting of 20 lbs or less and some stooping, squatting and bending.

The physical demands described here are representative of those that must be met by an volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**I have received and read the CHOICES, Inc. Receptionist Job Description. I agree to keep it readily available and to refer to it often.**

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_