

## **Senior Charity Care Foundation On-Site Volunteer**

**Position Title:** On-site Volunteer

**Work Location:** Senior living facilities within Davis County, Salt Lake, Summit, Tooele, Wasatch and Weber Counties.

**Commitment Expected:** on-going opportunities available

**Purpose of the Position:** Promote SCCF at senior living facilities by informing new residents about SCCF services as well as current residents who voice a need for the services provided by SCCF.

### **Responsibilities and Duties:**

- Receive training from an SCCF AmeriCorps member or Program Director about the services provided by SCCF
- Learn of new residents and greet them to talk about the services available through SCCF.
- Provide the residents with a pamphlet and an SCCF application if appropriate. Offer to assist the resident in completing and submitting the application on behalf of the resident, if they wish.
- AS a representative of SCCF, notify your SCCF team member that you have an application or a prospective applicant. Check to make sure the application has been received.

### **Qualifications:**

- A desire to serve seniors in need and give back to your community.
- Must be a U.S. citizen, U.S. national, or legal permanent resident alien of the United States.
- Must pass a criminal background check.
- High School Diploma/GED.
- Good written and verbal communication skills.
- Computer skills, including proficiency in the Microsoft Office Suite and Google Cloud Services (Google Drive Docs, Sheets, Calendar, etc.).
- Multilingual applicants are encouraged.

### **Training:**

- Office training with AmeriCorps Program Director and AmeriCorps members to learn about the SCCF programs.
- Attendance of at least one each of the vision and dental clinics.
- The AmeriCorps Program Director or AmeriCorps members will be available to answer questions/concerns as they arise.

**Start Date:** flexible