

## Volunteer Advocate Job Description

Hamilton County VASIA Guardianship Program

**Position Title:** VASIA Volunteer Advocate

**Reports to:** Program Director

**Status:** Volunteer

### General Purpose

Volunteer Advocates serve by building positive relationships with persons under guardianship, helping identify needs to connect persons under guardianship to service providers, and monitoring their ongoing care to ensure the highest quality of life for the incapacitated adult. The volunteer advocates on behalf of the senior/incapacitated adult under care and represents the Hamilton County VASIA Program and the Shepherd's Center of Hamilton County.

### Essential Duties and Responsibilities

1. Touch base with the client weekly and visit the client in person at least two times a month.
2. Report to the Program Director identification of support system for client including close friends, family members, etc.
3. Partners with the Program Director to monitor implementation of the care plan and update the care plan as needed.
4. Report to Program Director any changes in medical status including vision, dental, hearing, and behavior.
5. Report to Program Director changes in client's living conditions or residential environment.
6. Report to Program Director changes in the client's property or financial needs and spending.
7. Document all contacts/visits with the client and maintain visitation documentation as required by program.
8. Complete all essential training and continuing education required by the Shepherd's Center of Hamilton County's Guardianship Program.

### Requirements

- Can follow guidelines and instructions to meet county and state requirements
- Exercise sound decision making ability
- Able to commit the time required
- Must be at least 21 years of age
- No criminal history
- Successfully complete the Volunteer Advocate application and background check process
- Complete all required initial training and continuing education

**Signature:**

**Date:**