

Volunteer Advocate Job Description

Hamilton County VASIA Guardianship Program

Position Title: VASIA Volunteer Advocate

Reports to: Guardianship Program Director

Status: Volunteer

General Purpose

Volunteer Advocates serve by building positive relationships with clients under guardianship, helping identify client needs, connecting clients to service providers, and monitoring client care plans 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 Guardianship Program and the Shepherd's Center of Hamilton County.

Essential Duties and Responsibilities

1. Touch base with the client weekly by phone
2. Visit the client in person at least once a month, take stock of client shopping needs
3. Identify and report to the Guardianship Program Coordinator client support system including close friends, family members, neighbors, care staff, etc.
4. Partners with the Guardianship Program Staff to monitor implementation of the client's care plan and reports client changes that may require updates to the care plan, including but not limited to:
 - a. Changes in medical status (physical health, mental health, vision, dental, hearing, behavior, etc.)
 - b. Changes in client living conditions or residential environment
 - c. Changes in client's property or financial needs and spending
5. Document all contacts made on behalf of the client or with the client and all visits through Apricot Guardianship Contact Notes and Visit Reports
6. Complete all essential training and continuing education required by the Shepherd's Center of Hamilton County VASIA Guardianship Program

Eligibility Requirements

- Must be at least 21 years of age or 18-20 years old and enrolled in a higher education program with no criminal history
- Cannot be an employee of FSSA
- Can follow guidelines and instructions to meet county and state requirements
- Able to exercise sound decision making ability
- Able to commit the time needed to monitor client care plan and make contacts/visits
- Must successfully complete the Volunteer Advocate Application and background check
- Must complete the Volunteer Advocate Training videos and all signature pages of Training Manual

Printed Name:

Signature:

Date: