Title: Caring Companion  
Program: Respite  
Department: In Home Care Services  

Volunteer Manager:  
Nancy Kral, Companion Supervisor  
Volunteer Manager Contact Info: nkral@missoulaagingservices.org  
(406) 728-7682  
Minimum Commitment: 2 hour weekly shifts for one year

Missoula Aging Services’ Mission Statement: Missoula Aging Services (MAS) promotes the independence, dignity and health of older adults and those who care for them.

Department Overview: The In Home Care Services department at Missoula Aging Services’ offers case management programs and services to help older adults and their families address complex problems. These include Respite & Homemaking Services, the Veteran-Directed Home and Community Based Services Program and Care Transitions.

Position Overview: The Caring Companion volunteer provides supportive person-to-person services to assist adults having exceptional needs, developmental disabilities, or other special needs for companionship. The role of the Caring Companion is to provide weekly, one-on-one personal support for adults who have the potential for independent living, with goals of encouraging independence and promoting increased quality of life. Caring Companions may work in a variety of settings, including: personal home, assisted living facilities and foster care homes.

Key Responsibilities:
• Will provide friendship, companionship and support to assigned client(s)  
• Will be a good listener and give full attention to the concerns of the client(s)  
• Visit client(s) once weekly for two hours  
• May accompany client(s) on necessary errands and appointments  
• May participate in social events and mutually enjoyed pastimes  
• Will maintain client contact logs  
• Will report any concerns about the health of the client(s) to the Volunteer Manager  
• Will report any alleged abuse, neglect or any other related welfare concerns regarding the client/s to the Volunteer Manager  
• Will sign and honor confidentiality agreement  
• Will encourage self-advocacy

Qualifications:  
• Excellent listening skills and attention to detail.  
• Ability to maintain positive relationship with people of diverse backgrounds, abilities and interests  
• Ability to assess situations and communicate potential problems to the Volunteer Manager in a timely manner  
• Ability to develop trust and rapport with individuals without regard to race, religion, color, national origin, gender, disability, or age  
• Ability and willingness to take direction from the Volunteer Manager  
• Ability to be objective and maintain professional boundaries  
• Able to visit senior client(s) using a personal vehicle
• Valid Montana Driver’s license with a ‘clean’ driving record. There is “Zero” tolerance policy for DUI offenders
• Must be licensed and insured driver in order to transport client/s
• Must have own vehicle
• Criminal and Sex Offender background check required
• Must be 21 years of age or older

Benefits:
• Provide an important link in the continuum of care for Respite clients
• Provide critically needed services to individuals at risk of losing their independence
• Experience personal enrichment through developing relationships with seniors
• Ongoing support to all Caring Companions will be provided monthly by the Volunteer Manager
• Mileage reimbursement .40 cents per mile if available

Support: The Caring Companion volunteer receives comprehensive on-going support from the Volunteer Manager, MAS Volunteer Coordinator, and their volunteer peers. The Volunteer Manager provides orientation, monthly team support meetings, and an initial introduction visit with the client/s. Individual support is provided as needed.

Commitment:
• Amount of Time – approximately 2 hours minimum, weekly shifts for one year
• Time of Day – Mornings, afternoons or evenings, Sunday through Saturday

Location: Client(s) home and out in community

Sustained Outcome: The quality of life for a Respite client will be improved by the Caring Companion volunteer’s ability to maintain a connection through outings or visits.

For more information, please contact Missoula Aging Services’ Volunteer Coordinator at #406.728.7682 / volunteer@missoulaagingservices.org.

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Signature of Volunteer

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Signature of Volunteer Manager

______________________________
Date

______________________________
Date