



Justice Resource Institute

VOLUNTEER POSITION DESCRIPTION

PROGRAM: Developing Abilities

POSITION REPORTS TO: Program Manager

DESCRIPTION DONE BY: Program Director

Position Title: Administrative volunteer

QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Office and business skills required.
- Microsoft office skills are very helpful, but not required.
- Ability to do tedious work at times.
- Ability to be pro-active and reliable.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

JRI seeks to find qualified volunteers for available opportunities. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Reinforce the program rules and expectations by modeling positive social interactions and reactions.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.
- Report any changes in service recipient's physical or emotional health
- Report any suspicions of abuse or neglect; report & document unusual incidents.
- Understand and utilize universal precautions.
- Keep a record of your service hours on the posted form at the program.

Specific Responsibilities:

A variety of administrative activities, including:

- Filing, faxing, data entry
- Photocopying, organizing, stapling packets (if applicable)
- Scanning paper files as needed (if applicable)

OTHER RELATED RESPONSIBILITIES

All volunteers complete an intake and orientation that includes the opportunity to interview other volunteers, Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on JRI's mission, as well as the program's place in that mission, including its philosophy, goals and general policies. We will arrange for all of these requirements

WORKING CONDITIONS

Spending time with individuals at the Developing Abilities Residential Programs, 1 HF Brown Way Natick, and 180 Turnpike Road, Westborough.

OTHER:

Providing a wide variety of residential supports in attractive homes and apartments is a signature offering of JRI Developing Abilities. Homes that are staffed twenty-four hours combine the goals of safety and supervision with opportunities for personal growth and autonomy. Individuals living in our staffed homes develop self-care skills, home and community safety skills, as well as leisure interests with less risk than if on their own.

Nursing staff, behavioral clinicians and health care coordinators all contribute expertise to address routine, preventive and unusual health and behavioral care needs. In addition to helping people develop practical skills, we also work with individuals on life plans that reflect their desire to build lasting relationships and experience full community integration.

Our beautiful, spacious homes and apartments blend seamlessly in their communities, removing the barriers people may have experienced in the past to living alongside their neighbors.

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) human services agency. JRI is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

Contact:

Helen Beales
Director of Program Supports
1671 Worcester Road, Suite 100
Framingham, MA 01701
P: 508-872-0669 ext 2220
F: 508-879-4140
hbeales@jri.org