



Justice Resource Institute

VOLUNTEER POSITION DESCRIPTION

PROGRAM: Developing Abilities Employment and Training Program

POSITION REPORTS TO: Program Manager

DESCRIPTION DONE BY: Program Director

Position Title: Volunteer Visiting Resource (Arts & Crafts)

QUALIFICATIONS (Education and Experience)

- Interest in art & craft projects.
- Excellent communication skills.
- Ability to work with a group of individuals with varying abilities.
- Clear CORI & Background Records Check (BRC).
- Ability to promote a caring & respectful attitude toward individuals, staff and other volunteers & interns, respecting privacy & 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:

- Assist individuals with planning art and craft projects.
- Work a shift at Full Circle Arts.
- Work with individuals to display completed projects at Full Circle Arts.
- Assist individuals in completing designated art and craft projects.
- Available Monday-Friday between the hours of 9:00-3:00 (Some evening hours can be made available).
- Your ideas are always welcome!

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 Vocational Program and at Full Circle Arts, 9 Middlesex Avenue, Natick, MA. New Full Circle Arts site opening soon in Westborough.

OTHER:

Developing Abilities Employment and Training Program: With sites located in Natick and Route 9 Westboro, our Employment Training Program prepares people with developmental disabilities for the world of work. Both locations offer a wide range of employment and training options in the MetroWest area (from Waltham to Worcester). Individuals are offered a menu of choices to experience varied tasks, training settings and jobs in many different settings including local business and social enterprises operated by JRI Developing Abilities.

Full Circle Arts: Full Circle Arts features eco-friendly artwork and other creative products made and sold by adults with disabilities. Emerging artists from the Full Circle Arts Studios program learn innovative techniques to express themselves creatively and develop affordable and unique hand-crafted gifts and accessories. Artists from the Studios program receive profits from the sale of their artwork, while the store's retail employees are participants in job training for individuals with disabilities.

Full Circle Arts also showcases the work of other artists and crafters with disabilities from studios throughout New England, and is a source for beautiful, upcycled arts, hand crafts, gifts and accessories made with repurposed materials. Website and online purchasing: www.fullcircleartsstudio.etsy.com.

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:

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