



VOLUNTEER POSITION DESCRIPTION

PROGRAMS: JRI's Community Service Agency

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Community Service Agency – Admin 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 bend and move with ease.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

Justice Resource Institute seeks to find the best volunteer for an available position. 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 (business casual) and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form at the program.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.
- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities, including:

- Filing, faxing, tracking information on Excel spreadsheets (if applicable)
- Photocopying, organizing, stapling packets (if applicable)
- Shredding paper files as needed (if applicable)

OTHER RELATED RESPONSIBILITIES

All volunteers complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, information on Justice Resource Institute's mission, including its philosophy, goals and general policies. The OSHA training is repeated annually. Volunteers are encouraged to attend additional training, including First Aid and CPR. This training is our gift to you.

WORKING CONDITIONS

Community Service Agency is located at
60 Perseverance Way, 2nd Floor
Hyannis, MA 02601

OTHER:

Wraparound is not a service but a process used to create, put in place, and monitor an individual plan that is created specifically to address the needs of a youth and builds on the strengths of the youth, family, team, and community.

Wraparound puts the family at the center of the planning process and builds a team around the family's vision for their child's future.

Intensive Care Coordination is a service that uses the Wraparound care planning process to coordinate multiple services and supports for youth with Serious Emotional Disturbance (SED). Involvement and participation in ICC is voluntary.

A Care Coordinator is assigned to work with each youth and family enrolled in ICC. The care coordinator is responsible for working with the youth and family to:

- Complete a safety plan
- Conduct a comprehensive home-based assessment of the youth's and family's strengths and needs
- Assemble a care planning team of the family's preference made up of formal (e.g. teachers, state agency workers, etc.) and natural supports (e.g. friends, neighbors, etc.) to help support the youth and family
- Facilitate development of an individual care plan (ICP) that guides the family and team in pursuing goals identified by the care planning team
- Ensures services and supports identified on the ICP are in place and coordinated.

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) agency which 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.

We have over 2000 employees and 250 volunteers, including interns. The agency provides a variety of volunteer opportunities, based on your interests and skills.

For more information, please visit our website at www.jri.org.

Because you have chosen to volunteer at one of Justice Resource Institute's programs, we recognize that you are a generous and caring person. We appreciate your contributions; and our staff is committed to providing excellent supervision and support for you. We sincerely feel that volunteers are members of our team; and we hope that you feel as we do.

Contact(s):

Community Service Agency

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