



## VOLUNTEER POSITION DESCRIPTION

**PROGRAM: Foster Care and Adoption Program**

**POSITION REPORTS TO: Program's Volunteer Supervisor**

**DESCRIPTION DONE BY: Director of Volunteer & Intern Services**

**POSITION TITLE: Foster Care and Adoption Volunteer**

### **QUALIFICATIONS (Education and Experience)**

- There are no formal education requirements for volunteers.
- Basic 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.

Community Care Services 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 in Foster Care.
- 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 based your skill level and the needs of the office, including:

- Filing, faxing, tracking information on Excel spreadsheets (if applicable)
- Photocopying, organizing, stapling, mailing packets (if applicable)

- Shredding paper files as needed (if applicable)
- Other general office duties (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 Community Care Services' 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**

Foster Care and Adoption Program  
132 South Main Street; Berkley, MA 02779

### **OTHER:**

For over twenty years the **Intensive Foster Care & Adoption Program** of JRI has provided emergency and long-term foster care placement for children throughout Massachusetts and Rhode Island. The program provides a comprehensive network of support for all foster children and foster parents. Clinical and case management services are delivered by an integrated multidisciplinary team of professionals, which include Master's level social workers, Bachelor's level case managers and experienced management staff. We have approximately 75 foster homes with the capacity for over 100 youth. Geographically, homes are located from Cape Cod to Boston, covering approximately 30 communities. In addition to our Taunton site, we also have offices in Wareham and New Bedford, Massachusetts, Connecticut and Cranston, Rhode Island.

### **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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