



VOLUNTEER POSITION DESCRIPTION

PROGRAMS: The Susan Wayne Center of Excellence

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Susan Wayne Center– 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)
- Answering Telephone
- 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 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

Susan Wayne Center is located at
75 Church Street
Thompson, CT 06277

OTHER:

Located in Thompson, Connecticut, The Susan Wayne Center of Excellence offers an intensive residential, educational and clinical milieu, and medical services for up to twenty seven boys and girls who are mild to moderately cognitively impaired (45-70 IQ) with concurrent behavioral, mental health, and medical issues. We utilize a DBT based, cognitive-behavioral, trauma informed, clinical model with a system of positive incentives to help our students develop pro-social coping skills and achieve their treatment goals.

Students engage in a full academic instruction schedule in their on-site school, five days a week, year round. Leisure activities, sports, and outings as well as on-site activities help to develop social skills. The SWCE offers highly skilled direct-care staff around the clock, as well as teachers, nurses, clinicians, counselors, recreation staff, and a Medical Director (a board-certified psychiatrist). On-site nursing coverage, 7 days a week, supports students diagnosed with significant mental illness and behavioral issues, requiring intensive monitoring and support as well as with medical involvement. Students who might otherwise experience repeated hospitalization and/or the trauma of multiple failed placements enjoy the benefits of a small, stable, warm, home-like private school setting that provides them with a an intensive educational and treatment experience in which they can begin to achieve their long term goals.

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:

The Susan Wayne Center of Excellence

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