



JOB ANNOUNCEMENT

Job Title: Senior Companion Program Specialist (Bi-lingual)
Reports to: Director, Senior Companion Program Status: Non-Exempt
Work Hours: Monday-Friday 37.5 hours per week

Under the direct supervision of the SCP Program Manager, the Program Assistant shall be responsible for the following:

Programmatic/Clerical

- Prepares and submits a monthly activity report describing the activities for the month.
- Create and maintain Senior Companion volunteer database.
- Prepare and send all time sheets to SC volunteers.
- Complete payroll for all volunteers.
- Assist Director in team review of consumer referrals and Senior Companion placements and provides in-home placements.
- Create and send newsletter to all volunteers.
- Create and send newsletter to all Volunteer Station liaisons.
- Complete mileage and hourly reports for SCP.
- Clerical support to programs as needed.
- Recruitment of low-income seniors volunteers in Monroe County
- Interview new volunteers
- Performs site visits and prepares site visit notes.
- Assists to resolve problems concerning a volunteer/site/client.
- Coordinates transportation for SCP volunteers for work days, meetings and special events.
- Maintain SCP client's data base.

Recruitment

- Provide on-going strategies to recruit new volunteers to Team.
- Assist with the distribution of promotional materials, such as press releases & Public Service Announcements pertaining to recruitment, to area newspapers, newsletters, church bulletins, etc.

Training and Presentations

- Prepare and bring all appropriate materials to monthly In-service training sessions for Senior Companions.
- Provide opportunities for volunteers to share experiences and approaches in dealing with children/frail elderly.
- Ensure that all materials for orientation training for new Senior Companions are prepared and available.

Recognition

- Assist in planning and implementing recognition events; Annual Recognition Event, annual picnic, December holidays, Thanksgiving, trips, etc.

Other

- Adheres to personnel policies and procedures for project staff consistent with those of sponsor.
- Maintains and develops cooperative working relations with a variety of community organizations and agencies.

- Attends conferences, meetings and trainings related to the position.
- Assists with special events.
- Performs related work as required.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to:

Walk and stand	Climb
Bend forward	Kneel down
Reach and grasp	Push and pull objects
Repetitive bending and lifting of items	Repetitive arm movement
Lift and/or move up to 20 lbs	

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the agency.

Qualifications

Minimum: High School Diploma or equivalent with experience.

Preferred: AAS Degree from an accredited college with a major in human services.

Must be Bi-lingual.

Planning, organizing, and training capabilities.

Ability to deal effectively with community agencies.

Ability to relate effectively with the elderly.

Ability to use computer (Windows, Word, Publisher, Excel, Access)

Ability to work as a TEAM member.

Ability to be flexible.

Good sense of humor.

The Community Place of Greater Rochester is committed to leveraging the talent of a diverse workforce to create great opportunities for our business and our people. EOE/AA. Race/Color/Gender/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veteran

Interested parties should submit their cover letter and resume to HR@communityplace.org. Thank you.

Revised May 13, 2021