



*Strengthening Community, One Person, One Family at a Time*

## **JOB DESCRIPTION**

**Title:** Senior Companion Program Specialist

**Supervisor:** Director of Aging Services

**Work Hours:** 20 hours/week

**FLSA:** Non-Exempt

**Classification:** Part-Time

**Pay Rate:** \$16.75/hr

### **Summary**

Under the direct supervision of the Director of Aging Services, the Senior Companion Program Specialist is responsible for recruiting and managing low-income senior volunteers in Livingston County.

### **Job Duties**

#### *Programmatic/Clerical*

- Recruit low-income senior volunteers in Livingston County.
- Assist the Director in team review of referrals and interview new volunteers.
- Complete background checks for new volunteers.
- Assist with Senior Companion volunteer site placements.
- Complete payroll for all volunteers.
- Perform site visits and prepare site visit notes.
- Assist in resolving problems concerning volunteers/sites/clients.
- Coordinate transportation for Senior Companion Program (SCP) volunteers, as needed.
- Maintain volunteer database.

#### *Training and Presentations*

- Conduct in-service training sessions and events for Senior Companions.

#### *Other*

- Adhere to policies and procedures for staff consistent with those of the sponsor.
- Maintain and develop cooperative working relationships with a variety of community members and organizations.
- Attend conferences, meetings, and trainings related to the position.
- Assist with special events.
- Perform related work as required.

### **Knowledge, Skill and Abilities**

- Relate and interact with diverse adults coming from different social, economic, and ethnic backgrounds.
- Promote an inclusive, welcoming, and respectful environment that embraces diversity.

- Work cooperatively and collaboratively with coworkers, supervisors, organizations, the general public, and local government offices.
- Possess effective communication skills, both verbal and written.
- Possess excellent planning, organizational, and training skills.
- Demonstrate adaptability and flexibility in work approach.
- Computer and word-processing literacy, including familiarity with MS Word, Excel, Power Point and/or Access.
- Abide by The Community Place Code of Conduct.

**Physical Elements**

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 functions.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, and hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must be able to travel as needed frequently getting in and out of a car, with exposure to various weather conditions.

**Qualifications**

- **Required:** High School diploma or equivalent with at least two (2) years of experience working with seniors.
- **Preferred:** Associate degree with at least one (1) year of experience working with seniors.

*I can, with or without reasonable accommodation(s), perform the essential functions of this position:*

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.  
We are an Equal Opportunity Employer.*