



seedsofhopeohio.com

## Volunteer Job Descriptions

*Homeless is not hopeless*

### Volunteer Shift Oversight

Volunteer Shift Oversight is the area of highest need currently at Seeds of Hope. This volunteer would work whatever shifts they are available. There are 4, 6, or 8 hour shifts. Also, there are 12 hour overnight shifts. This person is responsible for the following activities during their shift. (This is brief description, detailed training will be provided before volunteer starts).

- **Client Oversight:** Check the office board daily to see what new residents may have arrived and what bedrooms they are in. Review their care plans, and case notes from last shift in order to get up to speed with each resident. Interact with each resident as you see fit. At the end of each shift write 1-2 sentences minimum in their case notes.
- **Appointment Verification Slips:** Collect any appointment verification slips and put in resident file
- **Donations at the Door:** Receive any donations that are dropped off: Food, clothing, toiletries,
- **Phone Reception:** (If Shelter Coordinator is not in office). Take calls and write down details.
- **Check Chore Chart:** Each day they each are assigned a chore. Please check when on evening shift that they are being done before end of day.
- **Information Sharing:** When staff goes through training they will be show what resources they can share with the residents: some examples would be : phone numbers for Chillicothe Metropolitan Housing, ODJFS, Community Action, City Transit, Food Banks, Integrated Services, referral slips for clothing closets, vouchers, employment agencies, Jobs One Stop, Landlords and much more.