

Volunteer Job Title:	Keep In Touch Volunteer	Type of Role:	Ongoing
Target Volunteer Type:	Work from home	Time Commitment:	Min. 2 hours per week for Min. 3 months
Location/Setting:	At home	Frequency:	Weekly
Agency Partner:	Community Foundation of Southeastern Alberta	Start Date:	ASAP
Training Required:	Virtual (FOIP, Mental health)	Schedule Type:	Flexible
Screening Process:	Application, Vulnerable Sector Check, Interview, References (take an average of 2 weeks)		
Benefits / Purpose			
WHY SHOULD YOU VOLUNTEER?			
<ul style="list-style-type: none"> To support members of the community with regular phone calls to combat social isolation. To feel a stronger sense of belonging and connection in your community. To develop relational support networks throughout Medicine Hat and Area that connect people with the resources and support of the community during a time of need. 			
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> Establish and maintain personal contact, by phone, with community members as assigned Develop a connection with individuals who report feeling isolated/lonely/disconnected Possess a general knowledge or willingness to research resources and support available in Southeastern Alberta Complete and record the Well-Being Screener questions monthly and record referrals, report to supervisor monthly Follow procedures and training manual for reporting hours, referrals, and surveys Respond to requests as they arise and offer encouragement as you are able Review and understand training package; this is a crisis prevention role and volunteers are not expected to handle emergency or crisis-situations Complete online training in: FOIP policies and Mental Health 101 Ensure that all information disclosed is kept confidential (sign Oath of Confidentiality) 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> Knowledge: awareness and sensitivity of diverse cultures and various age groups (preferred) Must have access to a telephone (required) 			
PREFERRED SKILLS			
<ul style="list-style-type: none"> Strong listening skills, verbal and written communication, attention to detail, relationship development Friendly, compassionate, understanding 			
Contact Name:	Sydney Ratzlaff Volunteer Project Coordinator	Contact Info:	Sydney@cfsea.ca 403.527.9038

To apply for this role, please visit www.volunteerconnector.org and create a volunteer account. Then search for Community Foundation and click, apply.