



Volunteer Service Descriptions

Eligibility Requirements & Responsibilities

- ❖ Complete Volunteer orientation, background check, and fingerprints
- ❖ Sign code of ethics and confidentiality
- ❖ Training will review all facets on each service
- ❖ Provide a current and valid driver's license and proof of auto insurance
- ❖ Must have reliable transportation
- ❖ Fill out and turn in monthly paperwork in a timely manner
- ❖ Check on welfare of clients, notify CSSI of any problems or irregularities
- ❖ Be supportive of Clermont Senior Services, Inc. by representing the Agency in a positive way with a courteous and respectful attitude toward clients, staff, and the community.
- ❖ Must be able to lift up to 25lbs occasionally
- ❖ Must be 18 or older to Volunteer, or have an adult volunteer with you during service

Meals on Wheels – Deliver meals to homebound older adults, who are unable to safely prepare a meal

- ❖ Deliver meals in a timely, courteous manner
- ❖ Must physically see client before leaving meals, if no visual contact, meals must be returned to agency or nearest center same day

Shopper – Provide informal support to homebound clients

- ❖ Grocery shop and run local errands in which are mutually agreed upon between client and volunteer
- ❖ Client is responsible for payment on all purchases said by client

Extra Hands – Provide informal support to homebound clients

- ❖ Run local errands as needed such as grocery store, post office, pharmacy, etc.
- ❖ Assist with uncommon household duties such as cleaning or installing curtains, blinds, light bulbs, smoke alarms, organizing items, raking leaves, washing windows, etc.
- ❖ Assisting in Agency office, Adult Day Care Bldg., or Lifelong Learning Centers (if available)

Homemaker – Assist with providing a safe and clean environment for client

- ❖ Provide light housekeeping duties such as sweeping, mopping, clean surfaces and appliances, 1-2 loads of laundry, change bed linens, take out trash, etc.

For questions or concerns, please contact Julie Laughman, LSW, Volunteer Coordinator at jlaughman@clermontseniors.com or call 513-536-4021



Home Repair – Deliver and (or) Install small/medium sized Household items

- ❖ Deliver items from Agency to client such as shower chair, grab bars, toilet risers or assistive bars, smoke detectors, light bulbs, furnace filters, etc. Items may also need installed
- ❖ Small repairs can be made depending on training and experience such as facets, toilet tank kit, doorknobs and locks, etc.

Guardianship – To make health and major life decisions for those who cannot due to mental impairment. Guardian of Person ONLY. This does NOT include financial decisions.

- ❖ Accept formal court appointments
- ❖ Advocate for medical treatments and other related needs or service
- ❖ Monitor facility staff treatment and service to ensure the clients well-being
- ❖ Visit client on a regular basis, at least 2 times a month

Additional Requirements and Qualifications for Guardianship

- **Must be 21 years of age or older**
- **Willing to learn medical and human services system**
- **Must have good communication skills, both written and verbal**
- **Must have effective advocacy and mediation techniques**
- **Must complete a 6 hour online pre-service training with the Ohio Supreme Court and a 3 hour online Continuing Education training each additional year.**
- **Complete and submit required annual report and Guardian Plan to the Probate Court**
- **Must visit with client in person each month, minimum 2 hours. Excludes phone calls.**



First Name	MI	Last Name		Contact #		
Street Address	City	State	Zip Code	County	Township	
Email Address		SSN		DOB	Gender	
Emergency Contact Name		Contact #		Relationship		
Emergency Contact Name		Contact #		Relationship		
Place of Employment			Occupation			
Personal Reference Name	Address			Contact #		

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Volunteer Code of Ethics

Subject: Volunteer Services

The following is considered Permitted Behavior:

- Be a positive representative of Clermont Senior Service, Inc. at all times.
- Abide by all Agency and Program policies and procedures.
- Be dependable and reliable, and if unable to fulfill their commitment, will notify the appropriate staff without delay.
- Will call 911 if a client falls and is unable to get up on their own, or if Volunteers judgment warrants medical attention. Will remain in the home with client until First Responders arrive and notify appropriate staff without delay.

The following is considered Not Permitted Behavior:

- Shall not use or consume client's personal property without client's consent.
- Shall not forge client's signature or falsify documents
- Shall not bring any unauthorized person or pet to client's home.
- Shall not provide service for client while under the influence of drugs or alcohol.
- Shall not smoke or vape in client's home.
- Shall not retain keys to client's home, vehicle, or other personal property.
- Shall not steal, borrow, accept, obtain or attempt to obtain money or items of value.
- Shall not engage in inappropriate behavior such as sexual conduct or physical pleasure with client.
- Shall not be designated to make decisions for client in any capacity involving a declaration for mental health, treatment, or Power of Attorney.

I acknowledge that I have received and read this copy of the Volunteer Code of Ethics and that I will solemnly commit to comply with the conditions set forth in these statements in all aspects of my service and activities on behalf of Clermont Senior Services, Inc.

Print Name _____

Signature _____ Date _____

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How did you hear about Clermont Senior Services, Inc.

Family/Friend Internet Hospital/Facility Other

Check All Volunteer Services that interest you.

Meals on Wheels Delivery
 Home Repair Services
 Homemaking Services
 Shopper Service
 Extra Hands Service
 Guardianship Service
 Adopt A Senior
 Adopt A Senior (gift delivery team)

Friendly Caller Service
 Adult Day Care Service
 Entertainment Services - ADS/LLLC
 Administration Services
 Officer Visit or Call Service

What are your Personal Interests/Hobbies

Arts/Crafts
 Music/Entertainment
 Exercise/Fitness
 Mentoring/Teaching
 IT/Electronics Training
 Home Maintenance/DIY Projects
 Office Work
 Working with & Assisting the Elderly
 Holiday Festivities
 Other



Our Mission is to improve the quality of life for older adults by providing a broad range of home and community-based services, enabling them to remain as active and independent as possible.

I give permission to Clermont Senior Services, Inc. to obtain a copy of my criminal record, and understand that Clermont Senior Services, Inc. has the right to decline any application.

I understand all information will remain confidential and will become a part of my volunteer record.

Print Name _____

Signature _____ Date _____

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