



Saint Therese

VOLUNTEER SERVICES

952.283.2210

www.sainttherese.org

Volunteer Position Description Pen Pal Volunteer

Goal of the Position

To provide social interaction through written correspondence to address and prevent social isolation for Saint Therese residents. This is a remote volunteer position.

Responsibilities

1. Correspond with an assigned Saint Therese resident via written or electronic communication in a friendly and conversational manner
2. Report your volunteer time to the campus Volunteer Services Coordinator or team leader on a regular basis

Knowledge, Skill or Abilities Required

1. Must possess good interpersonal skills and a desire to make friends with an elderly resident
2. Able to read and write English
3. Able to complete volunteer tasks with minimal supervision
4. Have a good understanding of the Vulnerable Adult Act and reporting mandates.
5. Able to maintain confidentiality and follow HIPAA guidelines

Orientation/Training

- "Orientation for Remote Volunteers" to be reviewed with the campus Volunteer Services Coordinator, signed by the volunteer and retained in volunteer file
- Training provided by the Volunteer Services Coordinator, the campus Community Life representative, or an experienced volunteer at start of assignment

Department Contacts

- New Hope Care Center – Community Life Director 763-531-5448
- New Hope Residence – Activities Supervisor 763-531-5038
- Oxbow Lake – Community Life Director 763-493-7016
- Saint Odilia – Executive Director 952-283-2208
- Woodbury Care Center Community Life Director 651-207-9176
- Woodbury Housing Community Life Director 651-207-9182
- Transitional Care by Saint Therese - Executive Director 763-581-8462

Schedule

Flexible to the volunteer

Dependability

We count on you and so do our residents and staff. If you are unable to correspond on a regular basis (minimum monthly) with assigned Saint Therese resident, please discuss with the campus Volunteer Service Coordinator to allow for us to ensure continuity of services for the resident.

I have read the job description and understand the requirements of this position.

Volunteer

Date

09/18/2020