



## Care Support Volunteer

**Job Description:** To assist care staff by undertaking specified activities that allow staff to spend as much time as possible in direct care interactions with Residents.

**Program:** Care Support volunteers take on one of three regularly scheduled shifts to assist our staff. They perform duties such as cooking, feeding Residents, laundry, cleaning, and other facility-related tasks.

Care Support volunteers DO NOT provide direct care to Residents for any of their personal needs such as bathing, toileting, or changes of clothes or bed linens.

Care Support shifts are available seven days a week. The shifts are from:

Morning - 8 a.m. to 10 a.m.

Afternoon – 11 a.m. to 1 p.m.

Evening – 5 p.m. to 7 p.m.

Care Support volunteers are trained by staff on our emergency procedures and use of our household equipment.

Care Support volunteers must be 18 years of age or older and undergo a background check that includes fingerprinting. Volunteers must also complete a tuberculosis screening provided by Trillium House.

*Trillium House reserves the right to deny or revoke volunteer privileges to anyone at any time when we determine it is in the best interest of our Residents and/or organization.*

## Care Support Volunteer – Morning Shift

8:00 a.m. to 10:00 a.m.

*or*

8:30 a.m. – 10:30 a.m.

### Standing duties:

- ❖ Get all residents fresh ice water
- ❖ Assist with breakfast meal
  - Cook breakfast for residents or ask staff what to do to assist them with breakfast
- ❖ Assist staff with residents that need to be fed
- ❖ Pick up trays after breakfast and clean up kitchen
- ❖ Bake brownies, cookies, banana bread, etc. (whatever sounds good! 😊 )
- ❖ Stock supplies in resident rooms
- ❖ Start laundry (if there is any)
- ❖ Ask about the cleaning list and what could be done (vacuuming the hallways, dusting railings, sweeping and mopping resident rooms/bathrooms, etc.)
- ❖ Take out trash (if there is a lot that's accumulated in the morning)

## Care Support Volunteer – Afternoon Shift

Noon to 2 p.m.

*or*

12:30 p.m. to 2:30 p.m.

### Standing duties:

- ❖ Get all residents fresh ice water
- ❖ Assist with lunch meal
  - Cook lunch for residents or ask staff what to do to assist them with lunch
- ❖ Assist staff with residents that need to be fed
- ❖ Pick up trays after lunch and clean up kitchen
- ❖ Bake brownies, cookies, banana bread, etc. (whatever sounds good! 😊 )
- ❖ Stock supplies in resident rooms (Bags from storage room for garbage small cans, TP, Paper towel, Kleenex, etc.)
- ❖ Start laundry (if there is any)
- ❖ Ask about the cleaning list and what could be done (vacuuming the hallways, dusting railings, sweeping and mopping resident rooms/bathrooms, etc.)
- ❖ Take out trash (if there is a lot that's accumulated in the morning)

## Care Support Volunteer – Evening Shift

5 p.m. to 7 p.m.

*or*

5:30 p.m. to 7:30 p.m.

### Standing duties:

- ❖ Get all residents fresh ice water
- ❖ Assist with supper meal
  - Cook supper for residents or ask staff what you could do to assist them with supper
- ❖ Assist staff with residents that need to be fed
- ❖ Pick up trays after supper and clean up kitchen
- ❖ Stock supplies in resident rooms (Bags from storage room for garbage small cans, TP, Paper towel, Kleenex, etc.)
- ❖ Start laundry (if there is any) and fold laundry when dry
- ❖ Ask about the cleaning list and what could be done (vacuuming the hallways, dusting railings, sweeping and mopping resident rooms/bathrooms, etc.)
- ❖ Take out trash (if there is a lot that's accumulated in the morning)

# Care Support Volunteer Training

## Kitchen:

- Utensil location
- Pots/Pans location
- Dishwasher
- When to use the fan above stove
- Where food is stored
- Assisting with meal prepping
- Supply filling (paper towel, napkins, straws, styrofoam cups, coffee)
- Cooking meals

## Laundry Room:

- How to operate the washing machine
- How to operate the dryer
- Where the soap and bleach is located
- Color coordinate laundry
- Use gloves when doing laundry for your own safety

## Resident Care:

- Feeding residents
- Assist with boosting
- \***NO** interacting with personal care - toileting, bathing etc.
- Collecting garbage's from each room and combining all together with kitchen garbage and bring to dumpster

## Emergency Procedures:

- Emergency plans