

## **VITALZ Volunteer Position Description**

**Time Requirements:** 30 minutes to 2 hours per week

**Reports to:** Volunteer Specialist

**Status:** Unpaid

### **General Summary:**

VITALZ Volunteers make scheduled calls to individuals living with Alzheimer's disease or a related dementia who live alone. The purpose is to check in, ensure they are well, and to provide a few minutes of socialization. Volunteers will be given a call sheet for each shift and client personal Interests Questionnaires (PIQs) to help guide questions and conversation.

### **Responsibilities:**

- Follow policies and procedures set forth by Alzheimer's San Diego
- Maintain professionalism and reliability, recognizing volunteers represent Alzheimer's San Diego to the community
- Phone clients from a call sheet, referencing client information
- Check in with client and provide 5-10 minutes of socialization
- Stay alert to changes in the condition of the client; notify staff immediately if there are any concerns or issues
- Follow protocol if there is no answer after three (3) attempts
- Have the ability to identify an emergency situation and know when to contact the proper authorities, such as 911 or Alzheimer's San Diego staff
- Submit weekly visit reports in order to document activities or changes in the physical or mental condition of the client
- Regularly communicate with Alzheimer's San Diego staff

### **Skills & Qualifications:**

- Excellent interpersonal skills
- Caring, patient, and compassionate



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- Ability to respond to an emergency situation without panic
- Experience working with persons with dementia a plus, but not required

**Requirements & Training:**

- Background check (Alzheimer's San Diego expense)
- Complete paperwork
- Complete training program