



507 1st Avenue North
Escanaba, MI 49829
906-786-7080 - Phone
906-786-9423 - Fax

Hiring: Senior Companion Program Coordinator

Job Opportunity! Make a difference by working for a local, non-profit agency!

Part time, position in a positive, professional environment. Community Action Agency is hiring a Senior Companion Program Coordinator position at 29 hours per week Monday-Friday. Starting pay is \$12.06/hr.

Qualifications: Associate Degree in Human Services preferred or equivalent work experience in an office environment. Ability to work with the elderly, professional persons and coordinate job assignments for volunteers, as well as to work independently and organize project activities. Experience with computer programs, including data entry skills and Microsoft Office. Must possess a strong attention to detail, organization, and exceptional customer service. Job application and complete job description can be found in the job opportunities of our website: www.mdscaa.org.

To Apply a job application, cover letter, and resume must be submitted by **April 30, 2021**. Due to COVID-19 we are not currently open to the public.

Application materials should be mailed to:

MDS Community Action Agency

Attn: Linda Paulin

507 1st Ave North

Escanaba, MI 49829

Or emailed to lpaulin@mdscaa.org

Mission statement: Empower, advocate for, and assist people to improve and sustain their quality of life through education, housing, nutrition, volunteerism, in-home support.

Job Description

Program:	Senior Companion Program	Reports To: SCP Director
Job Title:	Senior Companion Program /Coordinator	Supervises: SCP Volunteers
Job Location:	Administrative Office	Updated: April 2021
Job Classification:	Part time	

Qualifications

Experience: Experience working with the elderly, professionals and coordinating volunteer's job assignments.

Education: Associate Degree in Human Services or equivalent work experience.

Other factors: The ability to work independently and organize project activities. Must have good written and communication skills. Must possess good typing and computer skills including social media skills such as Facebook.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

Mission Statement

Empower, advocate for, and assist people to improve and sustain their quality of life and independence through education, housing, nutrition, volunteerism, in-home support.

Essential Functions

1. Provide direct supervision, instruction and support to Senior Companion Volunteers.
2. Coordinate Senior Companion Volunteer assignments and activities in cooperation with volunteer site station staff.
3. Provide resources and information to Senior Companion Volunteers.
4. Interpret and support the concepts, goals and objectives of the Senior Companion Program to Senior Companion volunteers and volunteer site station staff.
5. Must have reliable transportation to travel in a three-county area. Must be willing to attend state and regional meetings when necessary.
6. Maintain client/participant confidentiality.
7. Maintain records and prepare reports concerning Senior Companion Volunteer attendance, transportation, meals, income reviews, health physicals, in-kind reports and other information as needed.
8. Assist Senior Companion Program Director in recruiting, selection, training and placing senior companion at stations.
9. Evaluate Senior Companion Volunteer performance with volunteer site station staff.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.