



ICS Volunteer Job Description Business Helper

Job Title: Business Helper, reports to Home Sweet Home Coordinator

Program: Caregiving Services - Home Sweet Home

ICS offers a variety of Caregiving Services that help registered ICS recipients who are frail, ill or disabled live independently in their own homes, without the need for institutional care. ICS knows that independence is important to seniors and disabled adults who want to age in the comfort of home. Our volunteers provide essential support services that help accomplish this, while also providing important social contact that helps keep recipients healthy and connected.

Job Description:

Home Sweet Home Business Helper Volunteers help recipients with vision impairments to open mail, balance their checkbooks, pay bills, organize paperwork, and more as requested. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Volunteer travels to recipient's home and helps them for 2-3 hours depending on needs, this could be ongoing or one-time depending on the recipient.
- Coordinator provides personal information.
- Report hours and any issues or concerns after assignment to the Home Sweet Home Coordinator.

Volunteer Qualifications:

- Patient and friendly attitude
- Ability to interpret step-by-step processes for recipients
- Willingness and ability to help recipients with vision problems
- Knowledge and understanding of how to set up online accounts and conduct personal business like paying bills, organizing paperwork, and more
- Comfort working with computers and online applications

Location: Recipient's home

Time Commitment: 2-3 hours per assignment; volunteer and recipient set up schedule