Position Title: Public Guardian Personal Advocate Volunteer

Program Area: Elders in Action Personal Advocate

Supervisor: Barbara Bernstein, Deputy Director
barbara@eldersinaction.org 503-595-7532

Position Duties/Responsibilities:
1. On-site client visits for service coordination, monitoring
2. Accompany clients to routine medical appointments, attend other client meetings
3. Purchasing for/with clients
4. Provide support, assist with quality of life enhancements
5. Assist with quality assurance satisfaction surveys

Location of Volunteer Work: Combination of home, community and office location at the Multnomah County Lincoln Building downtown.

Time/Schedule Requirements: Flexible work schedule; estimate 5-10 hours per week. One year commitment.

Qualifications:
1. Ability to use personal computer, working knowledge of email
2. Strong organizational and communication skills and ability to multi-task and work in a fast paced, time sensitive environment
3. Must have completed the Personal Advocate training and attend continuing education meetings at least 4 times per year.
4. Dependable and reliable
5. Valid Oregon Driver’s License and car for travel and transport of clients

Training and Support Provided: Training to be provided by Public Guardian’s office on overview of office procedures and protocols. Day to day oversight and support provided by Deputy Public Guardians and/or Program Manager.

Benefits:
- Opportunity to develop advocacy skills and experience working with vulnerable individuals within the county Public Guardian’s office.
- Develop an in-depth knowledge and understanding of resources and services in Multnomah County
- Volunteer in a professional setting and work in team environment
- Mileage reimbursement for travel