

Area 3 Senior Services Agency Advisory Council

VOLUNTEER JOB DESCRIPTION

Position Title: Area III Advisory Council on Aging Member
Department: Area Agency on Aging (AAA)
Supervisor: Senior Services Director
Position Status: Volunteer
Starting Wage: None
Last Reviewed: September 2017
Schedule: 5 Hours Per Quarter
Duration: 24 Months

POSITION SUMMARY

The Area Agency on Aging Advisory Council advises the Area III Agency on Aging continuously on all matters relating to the development of the Area Plan and the administration of the plan. Under the general direction of the Senior Services Director, an Advisory Council member shall serve on the Advisory Council and assist in performing the function of the Advisory Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend pre-scheduled Advisory Council meetings during the months of January, March, June, August and October.
2. Provide input on topics and issues, including the Area Plan, at the request of the Area Agency on Aging.
3. Represent and advocate for the interests of all older persons in the area.
4. Assist the Area Agency on Aging with grievance procedures related to clients and contractors.
5. Assist in the recruiting and training of volunteers.
6. Teamwork is essential to effective service provision. Conduct must be in a professional and cooperative manner with providers, employees, fellow volunteers and other agencies and organizations.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Experience working with populations affected by the Area Agency on Aging desired.

TRAINING REQUIREMENTS:

The January Advisory Council meeting consists of training on the Aging Network and the role of the Advisory Council.

LANGUAGE SKILLS:

Communicate effectively in both oral and written forms. Must possess active listening skills, giving full attention to what another person is saying, taking time to understand, ask appropriate questions and not interrupting the other person.

CERTIFICATES, LICENSES, and REGISTRATIONS:

If seeking mileage reimbursement, must have a valid Idaho driver’s license, good driving record and proof of current automobile insurance.

MEMBERSHIP DEMOGRAPHIC: (Mark X on all that apply)

- 1. 60 Years or Older _____
- 2. Older Americans Act Participant _____
- 3. Minority _____
- 4. Resides in a Rural Area _____
- 5. Family Caregiver _____
- 6. Service Provider _____
- 7. Business Community _____
- 8. Local Elected Official _____
- 9. Provider of Veterans Health Care _____
- 10. General Public _____

My signature below indicates that I have read this job description and understand the requirements of the position and am able to perform the essential functions of the job as outlined.

Volunteer’s Signature

Date