



Volunteer Guardian Angel Job Description

Brazos Bend Guardianship Services (BBGS) recruits volunteers to serve as Volunteer Guardian Angels

Objective:

To enhance the lives of incapacitated adults by serving as a volunteer guardian angel who will see their assigned client on a regular basis in order to build a relationship with the client, to remember the client on their birthday and various holidays and to help monitor the client for abuse, neglect and exploitation.

Support:

BBGS staff will be present when a volunteer meets a client the first time. BBGS's staff will provide support to a volunteer guardian angel by speaking to the volunteer at least once a month. BBGS Staff are always on call for volunteers to ask questions or if the volunteer has any concerns.

Term of Appointment:

The Volunteer Guardianship Angel Program requires a minimum commitment of 6 months and renewable for additional 6 month intervals if everyone is in agreement.

Qualifications:

1. Potential volunteer must be at least 21 years of age
2. Potential volunteer must agree to a minimum of a 6 month commitment and see their assigned client a minimum of two times a month.
3. Potential volunteer cannot have a criminal history that includes being charged or convicted of any felony or misdemeanor involving illegal use of property or funds or any type of abuse towards another person.
4. Potential volunteer must be able to demonstrate stability in their lives.
5. Potential volunteer will be asked to complete an application process that involves completing an application, an interview, criminal history check (including a fingerprint check), and training.
6. Once paired with a client, the volunteer will need to be able to attend in-service training sessions as requested by the Brazos Bend Guardianship Services' Staff.

7. Potential volunteer will be asked to sign the following forms:
 - A. Confidentiality
 - B. Publicity Release
 - C. Consent to Release Form
 - D. Volunteer/Program Coordinator Agreement
 - E. Conflict of Interest
8. Potential volunteer will agree to complete a monthly report form outlining the assistance provided to the client for the month. Volunteer will submit this report to BBGS Staff. The potential volunteer will agree to respond to regular update phone calls and e-mails from the BBGS Staff.
9. Potential volunteer must agree to not enter into any financial or business relationship with their assigned client during their term of their volunteer service or thereafter.

Major Responsibilities:

- Visit assigned client a minimum of twice per month
- Select, purchase and deliver gifts with grant funding to assigned client on their birthday and 2 other holidays during the year.
- Monitor health and quality of care the client receives at the residential facility.
- Communicate questions/concerns to staff.
- Complete and send monthly reports to staff.