

MAIL/CORRESPONDENCE ASSISTANT

Goal:

As a Mail/Correspondence Assistant you will facilitate the care receiver's ability to understand their correspondence by providing assistance sorting mail, reading correspondence, responding to letters, and writing checks to pay bills

Qualifications (in addition to those of the Volunteer Caregiver):

- Good listening and communication skills
- Well-organized, detail-oriented skill set

Responsibilities (in addition to those of the Volunteer Caregiver):

- Commit to visits on a regular basis
- Contact volunteer coordinator if the commitment can no longer be kept, if the care receiver needs additional services, or if other concerns arise
- Keep accurate records of any bills paid
- NEVER sign checks for a care receiver (it is illegal)

Reporting:

- Report volunteer hours on a monthly basis