



# Volunteer Job Description

<b>Position Title:</b>	<b><u><a href="#">Case Aides (20 volunteers needed)</a></u></b>
<b>Department/Program:</b>	<b>Clinical Services</b>
<b>Description of Position/Program:</b>	Case Aide Volunteers, under the supervision of the Mental Health Service Navigator, will work closely with caseworkers in facilitating the recovery of our clients and assist their reintegration into the society.
<b>Role &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>i) Support clients with interpretation/translation needs.</li> <li>ii) Escort clients to appointments.</li> <li>iii) General life skills training.</li> <li>iv) Provide timely report for service delivered.</li> </ul>
<b>Skills Requirements:</b>	<ul style="list-style-type: none"> <li>• 18+ and graduated from secondary schools.</li> <li>• Demonstrated ability to collaborate with others.</li> <li>• Training/education in social service or psychology is an asset.</li> <li>• Friendly, patient, and empathetic toward people with mental illness.</li> <li>• Proficiency in the use of computers and various software programs (such as Microsoft Teams).</li> <li>• English proficiency (both oral and written communication skills), and a second language/dialect (Cambodian, Cantonese, Mandarin, Korean, Vietnamese) required.</li> </ul>
<b>Other Commitments:</b>	<ul style="list-style-type: none"> <li>• Must provide 2 contacts for reference check</li> <li>• Obtain a satisfactory result of Vulnerable Sector Check upon request.</li> <li>• Attend Volunteer orientation and Case Aide training(s) as required.</li> <li>• Must be available to provide at least 3 hours of service each month for a minimum of 6 months (volunteer service hours mainly on weekdays daytime).</li> </ul>
<b>Application Deadline:</b>	<b>February 17<sup>th</sup>, 2023</b>
<b>Email application to:</b>	<b><u><a href="mailto:kchoi@hongfook.ca">kchoi@hongfook.ca</a></u></b>