

Counseling Volunteer *Volunteer Position Description*

The volunteer is responsible to the Director of Mental Health Services for completion of all assigned tasks. The volunteer is subject to Lifeline policies as outlined in the *Guide to the Volunteer Program for Volunteers*. This includes working with the mission (*to enhance the positive quality of individual, family, and community life*) and philosophy of Lifeline in mind at all times. The volunteer must maintain strict confidentiality and is subject to additional confidentiality training as deemed necessary by his/her supervisor.

Assigned tasks vary based on the counseling assistant volunteer's experience and abilities. Duties may include, but are not limited to:

- Type interventions for mental health disorders
- Check billing and charts for quality assurance
- Putting together medical records for clients
- Entering data into a form and/or database
- Accurately filing per supervisor instructions
- *Please note: This position does not permit direct client contact.*

The counseling assistant volunteer should possess the following:

- Basic alphabetizing and typing skills
- Computer literacy
- Ability to work independently
- Willingness to neatly and thoroughly complete all assigned tasks
- Friendly, patient, helpful demeanor
- Dedication to time commitments as agreed upon with supervisors
- Clinical and/or counseling background helpful
- Bilingual (Spanish/English) skills helpful

Each volunteer gains something unique from his/her experience at Lifeline. Benefits for the counseling volunteer may include:

- Development of skills the volunteer already possesses
- Exposure to new skills
- Knowledge of having done something meaningful for the community
- Interaction and networking with counseling professionals
- Opportunity to meet other members of the community (supervisors, Lifeline employees, fellow volunteers)
- Monthly agency-wide healthy lunches