



Title	3 rd Party Volunteer Office Support	Status	Volunteer Position
Supervisor	Director of Family Involvement	Date Implemented	
Locations	Wichita Office	Date Evaluated	

Summary

To assist the Permanency Services Teams by participating in case plans as a neutral third party.

Level of Client Interaction

Low – No direct interaction; but may have incidental contact.

Essential Functions

100% 3rd Party Volunteer

- Remain neutral
- Ensure that everyone has an equal opportunity to speak and be heard
- Keep the case plan on task and redirect it if needed.

Knowledge, Skills, Abilities

Self Management

- Be mature and responsible.
- Must respect confidentiality.
- Take initiative to meet training requirements.
- Meet scheduling commitments.
- Be capable to follow directions and read necessary instruction with limited supervision.
- Basic understanding of office procedures will be helpful.
- Courteous phone manners.
- Must agree with the Youthville confidentiality requirements, drug-free requirements, and child abuse requirements.
- Able to support the mission, philosophies, goals, and objectives of Youthville.
- Must be 21 years or older

Achieving Results

- Understand and operate within policy, rules, and regulations.
- Anticipates and prevents problems.
- Complete projects as assigned.

Interpersonal Skills

- Provides assistance, cooperation, and support to others.
- Have a cooperative teamwork attitude with others.

Communication

- Ensures that others involved in a project or effort are kept well informed.
- Keeps supervisor informed about progress and problems.
- Strong oral skills.
- Professional attitude and manner.

Physical Requirements

Must be able to sit in case plan meeting up to two hours

Must be able to travel, drive personal vehicle, able to walk up stairs, able to work flexible schedule, including some evenings and possibly weekends. Volunteer is subject to outside environmental conditions occasionally. Volunteer is subject to inside conditions occasionally with protection from weather conditions but not necessarily from temperature change.

Commitment

A six-month minimum is preferred.

Hours and location arranged individually.