

## VOLUNTEER JOB DESCRIPTION

### Agency Goal

The goal of the KGP is to provide that qualified, caring and trained volunteers are available throughout the State of Kansas to serve as court appointed guardians or conservators for individuals in need of this level of protection and advocacy and who do not have family members capable of or willing to assume such responsibilities and who meet program eligibility criteria.

### Responsibilities of a Court Appointed Guardian or Conservator

Guardians or conservators advocate, monitor, and protect individual rights of the person. They seek to develop a relationship with the person through regular visits; advocate for and provide consents to access needed services and supports including medical care; manage the finances and estate on behalf the person if appointed as conservator of the estate; participate in the planning and monitoring of supports and services; and, make legal decisions with the goal of a higher quality of life for the individual.

### KGP Potential Volunteer Shall Meet the Following Eligibility Requirements

A potential volunteer shall be at least 21 years of age and be a resident of Kansas, shall meet program eligibility screening guidelines and provide consent to conduct a criminal history and other background checks.

### Volunteer Characteristics

The KGP seeks volunteers with the following characteristics: compassion, wisdom, integrity, dependability, self-initiative and willingness to take initiative, desire to serve as a personal advocate, interest in learning new information, and, ability to make wise and appropriate decision regarding another person.

### Volunteer Screening Process

The required screening process for a prospective KGP volunteer includes: completion of the Volunteer Information Form and signed release of information authorization to conduct criminal history background and other background record checks; six professional and/or character references; personal interview with KGP staff.

### Volunteer Training and Support

The KGP provides initial and ongoing training, monitoring, information and support to a volunteer throughout the duration of guardianship or conservatorship service. Volunteers also receive a guardianship and conservatorship training handbook and other reference materials; a written agreement with the volunteer; availability of a monthly stipend for out-of-pocket expenses; oversight of written monthly reports of advocacy activities undertaken on behalf of the person; court reports and accountings forms.

### Time Commitment

It is estimated that, on average, a volunteer may spend ten hours or more each month working on issues related to the person receiving guardianship or conservatorship services.

### What volunteering with KGP can mean for you

-  Provides opportunities to blend personal interests and abilities with those to be served
-  Be an instrument of change in another life
-  Experience the satisfaction of having helped another person
-  Provide a valuable service to someone
-  Walk with another person in their life journey

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