TEA-TIME VOLUNTEER POSITION DESCRIPTION
Volunteer (Hamilton – Prinzen Flats (80 Robinson St.))

Our Mission: Indwell is a Christian charity that creates affordable housing communities that support people seeking health, wellness and belonging.

Job Summary: Volunteers will build meaningful relationships with tenants and residents through social programming and offer emotional and practical support to residents of Indwell's supported affordable housing programs.

Key Responsibilities may include:
- Planning and facilitating Tea-Time (making coffee and boiling hot water for tea, setting up snacks)
- Establishing a relationship of trust and respect with individuals and/or groups
- Reinforcing life skills, spirituality, and social and community skills
- Supporting individuals and/or groups to achieve their goals while encouraging independency
- Maintaining a safe and healthy environment
- Liaise with staff as required

Time Commitment: 1+ year

Qualifications: Warm, pleasant and caring approach with problem-solving ability and dependability. Able to maintain good interpersonal relationships and have a genuine interest in supporting people living with mental illness.

Support: Orientation and training for this position will be provided. In addition, program staff will be available for questions and assistance.

Age Requirement: Adult

Other Requirements:
- Experience providing support, ideally to vulnerable people
- An empathetic and non-judgmental approach
- Excellent communication and interpersonal skills
- Personal integrity with an open and honest approach
- A willingness to work within professional boundaries
- Ability to maintain confidentiality
- Ability to work well independently and as part of a team, with flexibility
- Ability to interact with diverse populations (ex. BIPOC and 2SLGBTQ Communities)
- Police clearance (vulnerable sector check) with results acceptable to Indwell
- Own transportation
- Agreement with Indwell's Code of Conduct and other policies and procedures
- References acceptable to Indwell