



ARCHDIOCESE
OF PORTLAND IN
OREGON



Catholic Charities

Title: Coordinator of Parish-based Visitors to the Homebound

Objective: Working with the Senior Services Resource Center at Catholic Charities, the parish-based coordinator will facilitate an effective visitor ministry program for the homebound.

Duties & Responsibilities

- Participate in training courses and on-going coordinator meetings at the local and regional levels.
- Meet regularly with the designated parish staff support person.
- Assess the needs of the homebound.
- Recruit, screen, train, support, supervise, and evaluate visitors.
- Match appropriate visitor with the person to be visited.
- Provide opportunities for visitors to gather and reflect.
- Plan on-going recognition of visitors.
- Develop and maintain a record-keeping process that:
 - maintains a list of volunteers, persons visited, and the visitation schedule.
 - establishes a referral process for Sacraments and other significant needs.
 - provides a reporting process for visitors.
- Develop and maintain a record-keeping process
- Act as a resource for training and enrichment opportunities, accessing information and support from the Senior Services Resource Center, as needed.
- Be familiar with community support services.
- Honor and maintain confidentiality in all matters.

Qualifications:

- *Person of faith and spirituality
- *Ability to collaborate with others
- *Meets responsibilities
- *Strong organizational and administrative skills.
- *Empathic
- *Compassionate
- *Accepting of people as they are
- *Emotionally stable
- *Comfortable with sick, elderly, and disabled
- *Willing to learn new skills

Supported By: Insert the name of the specific person to whom the coordinator will be accountable. Ideally, it would be the pastor or another staff member.

Days and Time Needed: The commitment of time should appear here. Don't cushion it—be upfront and realistic about your expectations.

Length of Commitment: One year is recommended with an extension if mutually agreeable.

Training: The coordinator will take part in the same training as visitors. In addition the coordinator will receive orientation from the pastor, and parish staff, or Catholic Charities Senior Services Resource Center, about the expectations for Visitation Program.

***Adapted from the Archdiocese of Boston's Resource Packet - "In Support of Visitation Ministry"