

**Quick Fix**

***Volunteer Job Description***

**Purpose:** To assist clients in repairing small maintenance or technology problems in their homes, help in cleaning out closets and organizing paperwork

**Duties:** May include any or all listed below:

* Assemble small furniture
* Change light bulbs
* Clean out closets
* Fix leaky faucets or toilets
* Help organize papers
* Hang pictures
* Change smoke detector’s batteries
* Help set up new phone
* Other small jobs as requested

**Expectations:** All volunteers are expected to stay within the boundaries of their role, maintain client confidentiality, and abide by the policies stated in the JFCS Volunteer Handbook.

**Time Required:** Visits are scheduled as needed.

**Location:** Visits will take place in clients’ homes in Minneapolis and surrounding suburbs.

**Qualifications:** Experience in home repair on a professional or personal level. Desire to help older adults.

**Benefits:** Fulfilling client’s needs to be in a safe environment

 Creating positive relationships with older adults

 Reimbursement for repair expenses

**Supervision:** JFCS Senior Services Case Manager the client is assigned to.

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