



**Commonwealth Corps  
Service Position Description**



**HEMOCARE PROGRAM ASSISTANT**

**Minuteman Senior Services** provides services that help keep elders stay safely and independently at home. Our case managers arrange for a variety of in-home services, such as homemaking and assistance with personal care, and for volunteer-delivered services like Meals on Wheels, Money Management, and transportation and assistance to medical appointments. Families come to us for basic information and referral or for total geriatric care management. We are governed by community representatives who are often retired professionals and/or consumer activists with a deep commitment to the elderly. We maintain close working relationships with Councils on Aging, hospitals, police departments, housing authorities, mental health agencies, local service providers and all others involved with elders, and we are also a federal Agency on Aging.

**The Commonwealth Corps:** The mission of the Commonwealth Corps is to engage Massachusetts's residents of all ages and backgrounds in direct service to rebuild communities, address unmet community needs, and increase volunteerism. Commonwealth Corps members serve at designated nonprofits and public entities throughout the State. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

**The Program Assistant:** The Homecare Program Assistant is assigned to the Homecare department to assist staff to provide new and enhanced services to clients.

**Service Responsibilities include:**

- Assist caseworkers with phone calls related to client service plans
- Assist with responding to incoming calls from clients
- Assist caseworkers with home visits
- Assist with resource building by updating client records and other materials
- Help clients complete and submit benefit applications for fuel assistance, food stamps and other public benefit programs

**Qualifications:**

- Compassion, flexibility, and willingness to work as a team member
- Excellent written and oral communication skills
- Excellent customer service skills
- Excellent computer skills including Microsoft Office, Outlook, and more applications depending upon service assignment
- Must be a Massachusetts' resident at last 18 years of age
- A commitment to national service and Minuteman's mission
- Some coursework in social work is helpful
- A willingness to serve for 42 weeks and a clear plan for living on a stipend
- Reliable car, valid driver's license, clean driving, record, and clean CORI criminal check

**Program Dates:** 10/26/09 (or 11/2/09) to 7/31/2010

**Benefits**

- Members receive a modest stipend during their service (see below)
- Excellent experience for future professional and educational opportunities
- Ongoing training opportunities

<b>Position Type</b>	<b># Of Positions</b>	<b>Total Hours</b>	<b>Approx # of hours per week</b>	<b>Biweekly Stipend</b>	<b>Completion Bonus</b>
Part-time	1	800	25	\$238.10	\$900

**To Apply**

Send your cover letter and resume to [hr@minutemansenior.org](mailto:hr@minutemansenior.org) or via regular mail to:  
Human Resources, Minuteman Senior Services, 24 Third Avenue, Burlington, MA 01803.

*Minuteman Senior Services will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Minuteman Senior Services welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*