

SURVEYOR**YOU ARE...**

- ◆ sensitive to the needs of seniors and adults with physical challenges
- ◆ punctual and reliable
- ◆ effective communicator
- ◆ a good listener
- ◆ patient
- ◆ respectful of confidentiality
- ◆ organized
- ◆ able to work independently

ROLE

Coordinate and conduct standardized questionnaires and/or surveys with clients

BENEFITS

- ◆ positively impact the lives of clients
- ◆ valued member of our team
- ◆ training and educational opportunities
- ◆ flexible schedule

TIME COMMITMENT

- ◆ 2 – 3 hours weekly

RESPONSIBILITIES

- ◆ track and coordinate surveys
- ◆ accurately document responses
- ◆ participate in the evaluation of the questionnaires/survey
- ◆ filing and photocopying
- ◆ understand the Policies and Procedures of the Agency
- ◆ communicate regularly with Coordinator
- ◆ follow Routine Practices for infection control
- ◆ work within the parameters of your defined role
- ◆ represent Community Care in a friendly, professional manner
- ◆ report any problems or concerns to a staff member
- ◆ attend meetings and training opportunities
- ◆ report your volunteer hours as requested
- ◆ be familiar with all Community Care services

REQUIREMENTS & QUALIFICATIONS

- ◆ able to work independently and within our team
- ◆ effective interpersonal skills
- ◆ strong administrative and organizational skills
- ◆ good time management skills
- ◆ excellent computer and telephone skills
- ◆ good problem solving skills and decision making ability

REPORTS TO: Coordinator



SURVEYOR**SCREENING REQUIREMENTS**

To join our team, you have successfully completed:

- personal interview
- application form(s)
- criminal reference check
- personal reference checks
- general orientation
- program specific orientation and training

OFFICES OF COMMUNITY CARE PETERBOROUGH**Apsley ♦ 705-656-4589**

Box 303, 168 Burleigh Street, Apsley, ON K0L 1A0

Chemung ♦ 705-292-8708

549 Ennis Road, Ennismore, ON K0L 1T0

Harvey ♦ 705-657-2171

Box 12, 1937 Lakehurst Rd, Buckhorn, ON K0L 1J0

Havelock ♦ 705-778-7831

107 Concession St N, Havelock, ON K0L 1Z0

Lakefield ♦ 705-652-8655

Box 001, 40 Rabbit Street, Lakefield, ON K0L 2H0

Millbrook ♦ 705-932-2011

Box 257, 22 King Street E., Millbrook, ON L0A 1G0

Norwood ♦ 705-639-5631

Box 436, 2281 County Road 45, Norwood, ON K0L 2V0

Peterborough ♦ 705-742-7067

185 Hunter St E, Peterborough, ON K9H 0H1

**OTHER OPPORTUNITIES
IN:**

- ◆ Attendant
- ◆ Blood Pressure Clinic
- ◆ Board of Directors
- ◆ Diner's Club
- ◆ Foot Clinic
- ◆ Friendly Visiting
- ◆ Fundraising
- ◆ Medical Equipment Program
- ◆ Meals on Wheels
- ◆ New to You
- ◆ Office
- ◆ Personal Distress Alarms
- ◆ Shopping Buddy
- ◆ Speakers Bureau
- ◆ Support Services Advisory Committee
- ◆ Telephone Reassurance
- ◆ Transportation
- ◆ Wellness/Fitness

