

VOLUNTEER POSITION

FORMS COMPLETION VOLUNTEER

Purpose of position: To assist clients with the completion of forms

Position duties and responsibilities: Assist clients with the completion of government and housing forms as requested by Social Workers – for example:

- Government pension application forms (CPP, OAS, GIS, ASB)
- Subsidized housing application forms
- Other government funding and benefit forms (i.e. Special Needs Assistance, Passport forms, SHARP, RAMP, DATS [Part A], Drive Happiness, AADL, Seniors Property Tax Deferral)

Qualifications and skills for position

- Excellent penmanship
- Knowledge of government forms an asset
- Computer skills are an asset

Time Requirement of position: Minimum 4 hours a week