**Volunteer Job Description**

**Job Title:** *IDD Consumer Advocate*

**Helpful Skills/Experience:**

* *Should be friendly and patient*
* *Some experience filing and completing timesheets is helpful*
* *Some experience with business equipment (fax machines, copier, etc.)*
* *Some understanding of the Home and Community Based Services (HCS), Texas Home Living (TxHmL), and Consumer Directed Services (CDS) programs and services*
* *Communication/Telephone etiquette*

**Days/Hours Volunteer Needed:**

* *Work is available any scheduled time, Monday – Friday, 8am-5pm.*

**Volunteer Duties:**

* *Will meet with clients in the TxHmL/HCS programs to assist them with their CDS planning and staff hiring*
* *Will assist individuals with filing, faxing, and communicating with CDS agencies.*