

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Volunteer Program

SECTION:
V
POLICY:
3

DATE:
September, 2004

Signature: _____
ADMINISTRATOR

REVISION DATE: March, 2012

VOLUNTEER PROGRAM

POLICY:

To enhance the quality of residential life through enriched programming and resident activity.

PROCEDURE:

1. All volunteers shall receive an orientation package with the following information:
 - Volunteer Registration Forms
 - Confidentiality Form
 - Our Mission Statement
 - Home Background Information
 - Our Theology of Care
 - Definition of an Elder
 - Residents Bill of Rights
 - Tips for Managing the Memory Impaired
 - When Approaching the Confused and Aggressive Resident
 - Health of Volunteers and Residents
 - Handwashing
 - Fire and Evacuation
 - Abuse Policy
 - Sign off Sheet Acknowledging Review of Materials
2. The Director of Social Recreational Activities shall provide an orientation with the volunteer, outlining their duties and responsibilities. An Insurance Form is to be completed.
3. Residents shall be involved in planning and evaluating services of volunteers through the Residents Council and the Director of Social Recreational Activities.
4. Every effort will be made to recruit volunteers who have experience, interests and sensitivities to the needs of the residents.
5. It is very important that staff members and volunteers understand the purpose of the volunteer program. It is not to replace any of the duties of the staff, but that the volunteer has a unique contribution, which complements their work, for the single goal of enhancing the quality of life for each resident.
6. The volunteer services, Bingo, crafts, hairdressing, reading, shopping, with residents, Birthday Parties, morning and evening devotions, driving to appointments, visitation, bowling and more as the residents need change. These services are co-ordinated through the Volunteer Co-ordinator and Director of Social Recreational Activities.
7. Our Home Auxiliary members serve as volunteers in many areas of our Home.
8. The Home will provide current written descriptions of each volunteer

function to provide clear direction about their duties and responsibilities.

9. The Director of Social Recreational Activities shall ensure that a Criminal Reference Check has been completed for each volunteer. Where the volunteer is a member of a supporting Mennonite Church, owners of the Leamington Mennonite Home and Apartments, confirmation of their good standing in the community shall be provided by their pastor.