

VOLUNTEERS

Issue Date: 01/31/2013

Supersedes:

Overall Objective: Volunteers are encouraged to participate in the Center program to enhance staff, to contribute a special skill, and to provide the individual volunteer and the participants an opportunity to enrich their Adult Day Health Care experience. Volunteers shall be responsible to the Program Director or to a delegated staff member

Qualifications:

- Demonstrated ability to work with the frail and elderly and a willingness and capacity for continued learning
- Bilingual with a proficiency in written and spoken English and the predominant language of the participant population is a plus
- Must have medical examination and Tuberculosis (TB) clearance
- Must possess cardiopulmonary resuscitation (CPR) and First Aid training certificates and other requirements of the State of California

Responsibilities:

1. Be directly responsible to the Program Director who, upon completion of a Volunteer Application, makes the determination of services to be rendered and may require:
 - A follow-up appointment and interview to explore the interest areas, special talents/skills, and times available
 - An assignment within the Center
 - A designated supervisor for a general orientation to the program, introductions to the staff, and a general training program
2. Volunteers must respect the confidentiality of participant's records: they are not permitted to read participants' records. Observations about participants are reported to the supervising staff member so that they can be adequately recorded and appropriate action can be taken

Duties:

1. Duties are mutually determined by volunteers and staff, according to volunteers' special skills that the Center can utilize, and the opportunity for the volunteer to learn new skills, perform specific tasks as assigned

2. Duties, as assigned by the designated supervisor, are tasks that generally supplement and support staff in established ADHC programs and services including activities and special events.

Please Not: Volunteer participation shall be encouraged. Volunteer staff shall not replace paid staff and shall not be considered in the participant-to-staff ratio.