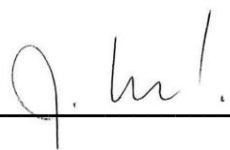


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Volunteer Program	SECTION: V
DATE: September 2004	Administrator's Signature: 	POLICY: 3
REVISION DATE: March 2012, January 2023		

VOLUNTEER PROGRAM

POLICY:

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

PROCEDURE:

- 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.
- The volunteer services are coordinated through the Volunteer Coordinator and Director of Social & Recreational Services.
- Residents shall be involved in planning and evaluating services of volunteers through the Residents Council and the Director of Social & Recreational Services.
- Every effort will be made to recruit volunteers who have experience, interests, and sensitivities to the needs of the residents.
- All volunteers shall receive an orientation package with the following information, all of which must be completed in a timely manner:
 - General Orientation, to be completed online
 - Police Vulnerable Sector Check
 - TB Skin Test (for those under age 65) or Chest X-Ray (for those aged 65 and older)
 - Confidentiality Agreement
 - Photo Consent Form
 - Flu Shot
- The Volunteer Coordinator or Director of Social & Recreational Service shall provide an orientation with the volunteer, outlining their duties and responsibilities.
- Our Home's Ladies Auxiliary members serve as volunteers in many areas of our Home.
- The Home will provide current written descriptions of each volunteer function to provide clear direction about their duties and responsibilities.