



Dear Prospective Volunteer:

The following is a brief outline of the procedure required by all applicants to become a volunteer at The Elliott Community.

APPLICATION FORM:

The interested individual is required to fill out an application form. The completed application should be submitted by fax, email or dropped off at The Elliott Community main reception: 170 Metcalfe Street, Guelph, Ontario, N1E 4Y3. The application form will then be forwarded to the Director of Recreation & Volunteer Services or designate.

CRIMINAL RECORD CHECK:

Volunteer applicants who are 18 years of age and older will be required to provide a vulnerable sector police check to the Director of Recreation & Volunteer Services or designate prior to commencing their duties as a volunteer.

Process:

1. The applicant attends in person with two pieces of identification (one piece of photo I.D., if possible.) to Central Records, Guelph Police Services, and completes an "Application for Criminal Record Check. Anyone who resides outside of Guelph must go to the local OPP station. There is no fee for volunteer applicants. The hours of operation for Central Records are Wednesday 10 am to 6 pm, Thursday 9 am to 1 pm and Friday 9 am to 5 pm.
2. Application will take up to two weeks to process. The applicant will be advised by Central Records, via telephone, when their application has been processed.
3. The applicant will then attend in person to Central Records to review their application. **NOTE:** Criminal records, Young Offender records, police occurrences and incidents are included in this process.
4. Effective August, 2010, the RCMP has implemented a new policy regarding the use of fingerprint verification in vulnerable sector checks. If anyone requesting a police records check has the **same gender and birth date (including year)** as a person in the records of pardoned sex offenders, they will need to have their fingerprints taken by their local police service in order to verify their identity.
5. Once the police check has been picked up, the applicant can then contact the Director of Recreation & Volunteer Services or designate to arrange an interview.

INTERVIEW:

An interview between the Director of Recreation & Volunteer Services or designate and the prospective volunteer provides an opportunity to clarify volunteer roles as well as to discuss job descriptions and volunteer responsibilities. It also assists in the screening process of volunteers. At the time of this interview, the potential volunteer will also be given a physical tour of the facilities of The Elliott Community.

TUBERCULIN / MANTOUX SKIN TEST:

Effective October 1, 2010, volunteers are required to have a 2-step TB test done before starting placement. There will be a \$10.00 fee for this service. TB testing may be arranged with the Director of Recreation & Volunteer Services or designate.

TRAINING / ORIENTATION:

After the volunteer application form, reference check, police check (if required), initial interview, and TB Skin Test have all been completed and approved, applicants will be notified by telephone or email and informed of the date, time and location of the training session. Orientation training may be up to 3 hours in length.

OATH OF CONFIDENTIALITY:

Each volunteer must sign an oath of confidentiality. This oath remains in the volunteer's personal file.

VOLUNTEER MEETINGS:

The Director of Recreation & Volunteer Services or designate may hold volunteer meetings on a quarterly basis. These meetings will be held for the purpose of ongoing volunteer training and development. They also provide an opportunity for volunteers to share their experiences, ask questions and to meet one another in a social environment. Meetings will often include guest speakers.

EVALUATION:

A volunteer evaluation is scheduled once a year. This allows the volunteer the opportunity to re-assess their involvement in a particular area and to express an interest or desire to move to another area of responsibility. Evaluations also provide the opportunity for the volunteer to evaluate The Elliott Community's volunteer program. The Director of Recreation & Volunteer Services or designate is always available upon request to meet with the volunteer at any time.

Please contact Marta Braga, Director of Recreation & Volunteer Services at 519-822-0491 ext. 2227 or by email at mbraga@elliottcommunity.org for more information.

VOLUNTEER POSITIONS AVAILABLE

Craft Program Volunteers

The volunteer should have a keen interest in crafting and be willing to demonstrate and assist our residents throughout the program. Volunteers will ideally be available once per week or once every two weeks and be able to spend approximately 1 ½ to 2 hours each visit. Supplies will be provided for you each week. The dates and times of each visit can be tailored to meet the volunteer's individual schedule.

Restorative Program Volunteers

Working closely with our Restorative staff, you will work with our residents as they undertake therapeutic walking, range of motion exercises and restorative physical programs as a means of retaining mobility and encouraging good physical health.

Restorative Dining Volunteers

Volunteers will assist in the dining room of the long term care residents. Duties will include sitting with a resident for company, encouraging a resident to eat, and assisting with cutlery etc. as per resident needs.

Recreation and Activation Program Volunteers

Volunteers will work closely with Recreation Staff and assist with various recreation programs. Programs may include but are not limited to: Bingo, Bowling, Trivia, Sing-along, Horticulture and Outings. Programs run through out the day, evenings, and on weekends.

Special Event Volunteers

Volunteers will work closely with Recreation Staff and assist during special functions, special holidays of the year, birthday parties and other social functions.

Friendly Visit Volunteers

Volunteers will provide one to one visits to individual residents in our LTC and/or Retirement Communities, which could involve playing games, cards, attending special functions on-site, reminiscing and walks in the gardens of the Elliott Community.

Hair Salon Volunteers

Volunteers will work closely with the Hair Stylist and provide assistance in the hair salon. Duties may include portering residents to and from hair salon, cleaning of hair equipment (i.e.: rollers and perm rods) and folding towels.

Pet Therapy Volunteers

Volunteers will provide one-to-one or small group visits to enrich resident's quality of life through interaction with pets and their owners. Pets must qualify for this program. Please see the Director of Recreation & Volunteer Services for further requirements.