



Dear Prospective Volunteer,

Thank you for your interest in volunteering at The Elliott Community! Volunteers play an important part in helping us provide care and service that is sensitive, personalized and consistent with resident needs. We are committed to making sure our residents have the opportunity to live life to the fullest. We believe each resident is unique and should be treated with respect and consideration in a safe, caring, home-like environment. We encourage residents to maintain as much independence as possible and support their fundamental right to self-determination.

Volunteers play an essential role in supporting our residents' social and emotional needs. If you have a passion for helping others and enriching their lives, The Elliott Community would love to hear from you! Below is the process that The Elliott Community follows for screening all volunteers. This will help you understand all the steps that are required before volunteering can begin.

Interview and Facility Tour

After receiving an application, including 2 references, the Volunteer Coordinator will contact the applicant to arrange an interview. The interview provides us the opportunity to discover the applicant's interests and motivations, and provides the opportunity for the applicant to learn a little bit more about The Elliott Community and the volunteer roles that are available. A tour of the facility will also be provided.

Police Check

Every volunteer over the age of 18 must submit a Police Records Check including a Vulnerable Sector Screening. After receiving a letter from The Elliott Community stating that you are applying to volunteer, you must apply for a Police Check by visiting your local police station and filling out a request form. It may take several weeks for the Police Records Check to be returned to you. If you've had a police check within the past 6 months, you will just need to bring it in.

Tuberculin/Mantoux Skin Test (2 Step TB Test)

To ensure the safety and well being of our residents, The Elliott Community requires all volunteers to have a 2-Step TB Test prior to beginning a volunteer placement at The Elliott Community. This can be obtained from your family doctor or the Public Health Unit at your own expense. However, you may submit your receipt and after completing 100 hours of volunteering at The Elliott Community, we will reimburse the cost of the test (up to \$50). If you've previously had a 2-Step TB Skin Test and have documentation, you may only require a 1-Step TB Test in order to volunteer, and if it was completed within the past 90 days, it will be accepted with the appropriate documentation.

References

There are 2 reference forms included in this application. Please distribute them to the 2 references and ask them to complete the form and return it to the Volunteer Coordinator through one of the methods listed on the Reference Form.

Orientation & Training

Once all of the required documentations has been submitted to the Volunteer Coordinator, an orientation session will be arranged, at a time that is convenient for both the applicant and the Volunteer Coordinator. This will provide the applicant with information about The Elliott Community, the roles and responsibilities of a volunteer and policies & procedures relevant to the volunteer department. Your first volunteer day may be arranged at the end of the orientation session.

Support & Supervision

Once you have received your orientation training, you will be ready to start volunteering. The Volunteer Coordinator will pair each volunteer with a Recreationist who will work with the volunteer throughout their time here. The Director of Recreation & Volunteer Services, Volunteer Coordinator and Recreation Staff are responsible for the overall supervision of activities for all volunteers.

Re Orientation & Feedback

Every volunteer will receive a yearly re orientation on their anniversary month. They will be asked to complete an evaluation from of their role(s) and the volunteer program. They will meet with the Volunteer Coordinator to discuss the evaluations. At this meeting, the volunteer will also receive a Re orientation handbook including relevant policies and procedures.



Positions Available

At different times throughout the year, we will be recruiting for different volunteer positions. However, there are some that we recruit for regularly including:

Mobility Bus Driver- Volunteers will provide the opportunity to help residents attend and enjoy outings around the Guelph area. Volunteers will operate and drive residents to and from the desired destination.

Friendly Visitor – Volunteers will provide one-to-one visits to individual residents in our LTC and/or Retirement Communities. Visits could involve chatting, reading to the resident, playing cards, reminiscing or walking in the gardens of The Elliott Community.

Recreation Assistant – 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 throughout the day, evenings, and on weekends.

Fitness Room Supervisor – Volunteers will open our small fitness room and supervise residents while they use the machines. Volunteers are not expected to offer fitness advice, but are simply there to encourage residents, assist with machine settings and call for help if needed.

Dining Room Assistant – 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.

Tuck Shop Attendant – Volunteers will provide customer service in our tuck shop that allows residents and visitors to purchase sundry items, small gifts, cards and snacks. Duties include sitting in the tuck shop, greeting people and basic point of sale transactions. Volunteers come for at least one scheduled shift per week (9:30-11:30am or 1:30-4:00pm weekdays and weekends).

Pet Visitors – 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 Volunteer Coordinator for further requirements.

Special Event Volunteers – Volunteers will work closely with Recreation Staff and assist during special functions, holiday events, birthday parties and other social functions. Dates and times of events vary.

Musicians – Volunteers will bring a musical instrument and visit residents either 1:1 or in small groups, allowing the residents to experience the joy and peace that music can bring.

Changing Positions

There are many different volunteer opportunities at The Elliott Community, providing a broad range of experiences and opportunities. Working with the Volunteer Coordinator or designate, volunteers can move between departments and positions. At any time, a meeting with the Volunteer Coordinator can be arranged to review positions, gain feedback and perhaps try something new.

If you have any questions, or would like more information, please contact Michelle Holland, Volunteer Coordinator, at 519-822-0491 ext. 2366 or by emailing mholland@elliottcommunity.org



Application Received: _____

Application Follow-up: _____

Notes: _____

VOLUNTEER APPLICATION FORM

NOTE: All Volunteer information is held in strict confidence and will be used only to match an individual to a suitable volunteer position or in the collection of statistical data. Volunteer telephone information and availability may be shared with Elliott Community Staff for volunteering related matters.

Personal Information

Name: _____

Address Street: _____ City: _____ Postal Code: _____

Telephone: Home: _____ Work: _____

Cell: _____ Email: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Telephone: Home: _____ Alternate: _____

Volunteer Experience: Yes No (If yes, please specify agencies)

Education Background or Training:

High School

Nursing

Business

College/University

Comments: _____

Languages Spoken: English French Other: _____

Community Affiliations: (clubs, groups, organizations, etc.)

Describe your motivation for wishing to volunteer:

To Fill Spare Time

Interested in People

High School Program (40hrs)

Resume Experience

Interested in Health Care Field

Other: _____

Special Skill to be Shared: _____

How did you hear about Volunteer Programs at The Elliott Community?

Do you prefer working in: One-to-One Small Groups Large Groups Independently

Do you have experience working with or around the elderly?

Please explain: _____

When are you available to volunteer your time?

- | | | |
|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Mornings | <input type="checkbox"/> Meal Times |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Afternoons | <input type="checkbox"/> Breakfast, 7-8:30am |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Evenings | <input type="checkbox"/> Lunch, 12-1:30pm |
| <input type="checkbox"/> Thursday | | <input type="checkbox"/> Supper, 5-6:30pm |
| <input type="checkbox"/> Friday | | |
| <input type="checkbox"/> Saturday | | |
| <input type="checkbox"/> Sunday | | |

**How many hours per week
are you hoping to volunteer?** _____

Comments: _____

Please indicate which volunteer opportunity you are most interested in:

- | | | |
|--|--|---|
| <input type="checkbox"/> Dining Room Assistant | <input type="checkbox"/> Friendly Visitor | <input type="checkbox"/> Recreation Assistant |
| <input type="checkbox"/> Mobility Bus Driver | <input type="checkbox"/> Fitness Room Supervisor | <input type="checkbox"/> Pet Visitor |
| <input type="checkbox"/> Musician | <input type="checkbox"/> Tuck Shop Attendant | <input type="checkbox"/> Music & Memory Program |
| <input type="checkbox"/> Special Event Volunteer | <input type="checkbox"/> Other: _____ | |

I hereby certify that all information included in this application is true and complete. I agree to participate in orientation and training sessions as required and to respect the confidentiality of all information I may have access to. I realize that any falsified information could lead to my termination with The Elliott Community.

Signature: _____

Date: _____

Thank you for your interest in The Elliott Community. If you have any questions, please contact Michelle Holland, Volunteer Coordinator, at 519-822-0491 ext. 2366 or mholland@elliottcommunity.org.



COMMUNITY VOLUNTEER REFERENCE FORM

_____ has applied for a volunteer position with The Elliott Community, working with seniors in a Retirement and Long-Term Care facility. For the safety and well-being of our residents, we require each volunteer to submit 2 reference checks. Your evaluation of this person is very important and will be kept completely confidential.

You may return this form in one of the following ways:

- Giving it to the applicant in a **sealed envelope**
- Mailing it to: The Elliott Community, 170 Metcalfe St, Guelph, N1E 4Y3, Attn Volunteer Coordinator
- Emailing it to: mholland@elliottcommunity.org

Applicant's Name: _____

Reference's Name: _____ **Phone Number:** _____

How long have you known this applicant? _____

How well do you know this person? Would you say: ___ slightly ___ well ___very well

What is your relationship to the applicant? (ie employer, coworker, teacher, neighbour, etc.)

Please evaluate the applicant in the following areas:				
	Excellent	Good	Poor	Unknown
Demonstrates Initiative				
Positive Attitude				
Reliable and punctual				
Time Management				
Ability to Communicate Clearly				
Ability to Take Direction				
Self-Confidence				
Discretion (in regards to privacy/confidentiality)				
Flexibility				
Trustworthiness				

Are there any additional strengths not mentioned above?

To your knowledge is there any reason why the applicant would not be able to perform the duties necessary for this position? Is there anything that might prove challenging?

If you needed to fill a similar position, would you take this person as a volunteer?

Reference's Signature: _____ **Date:** _____

This applicant will not be able to begin volunteering until we have received reference forms back. Thank you for your cooperation! If you'd like to provide further information, please phone Michelle Holland at 519-822-0491 ext. 2366



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