



Memphis Jewish Home Volunteer

VOLUNTEER POLICY AND PROCEDURE MANUAL



Memphis Jewish Home Volunteer

Becoming a Memphis Jewish Home Volunteer

1. You must complete a Volunteer Application
2. Once approved, contact Tonya Huttenstine to schedule a 2 Part TB skin test if you have not had one in the last year. Please set up your appointment Monday- Wednesday, so that you are able to get the result`s read properly. This is done at no cost to the volunteer. Tonya can be reached at 901.756.3228. You will also be required to complete necessary Privacy and other various training prior to being approved as a volunteer. ***If you are under 18 years of age, you must have a parent accompany you to the test or bring a written permission form signed by a parent or guardian.***
3. Contact Courtney Zawacki, Activity Director to schedule a volunteer orientation session at 901.756.3257. All volunteers will work under the supervision of the Activity Director.

Dress Code

- You must wear your MJHR Volunteer Shirt (You will be issued these upon approval of being a volunteer)
- No form fitting or revealing clothing
- No Flip-Flops, Shoes Must have closed toes
- No Shorts
- No hats caps or bandanas
- Jeans are allowed, but they must not have holes and must be worn appropriately

Please remember you will be actively participating with the residents so dress appropriately and comfortably

Activities Offered

Bingo and money games such as Pokeno, Bunko, arts & Crafts, Trivia and Special Events

Residents/Patients

We have four different units with varying levels of cognitive and physical functioning. Please feel free to let us know if you have any preference or concerns regarding working with certain population.



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Policy and Procedure

The Activity Director will supervise the Activities and work assignments of each volunteer.

The Activity Director participates in the recruitment, selection orientation, training and scheduling of volunteer services and programs of the facility

Application

All prospective volunteers shall be asked to complete a volunteer application form.

The activity director will make the decision on whether to accept the volunteer.

Youth Volunteers must be between the ages of 13 and 18.

Reference checks shall be made, where appropriate, prior to the individuals first scheduled day to begin their assignment. The reference check shall be completed by Human Resources.

The completed signed application shall be retained in the individual's volunteer file for future reference.

In-service/Training

The Activity Director will be responsible for ensuring in-service training is provided to volunteers. Initial orientation is documented on the "Volunteer Orientation Checklist."

All Volunteers will be required to undergo an orientation program of the following policies and procedures:

- a. Fire and Disaster Preparedness
- b. Safety
- c. Resident Rights
- d. Infection Control
- e. Release of Information/HIPPA

Other areas of orientations will be conducted as appropriate and necessary.

Orientation will begin on the first day of service. Records will be maintained to reflect dates such programs were begun and when completed.

Once the orientation process has been completed and documented on the checklist, The "MJHR Volunteer Agreement/Acknowledgment Form" is signed and dated by the volunteer and the activity director. This document is then placed in the volunteers file.

The Activity Director will be responsible for maintaining completed orientation records.



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Signing In

Volunteers must report to the Activity Director upon arrival and sign in/sign out on the “Volunteer Sign-In Record.”

Volunteers should be punctual as well as dependable, in reporting for their assignment. Should volunteers be unable to perform their assignment as scheduled, they should notify the Activity Director in advance, if possible.

Participation

Services/Activities in which Volunteers may participate

- a. Religious services and Activities
- b. Birthday Parties
- c. Transporting Residents to and from planned activities
- d. Arts, Crafts, Games such as Bingo, checkers, cards etc.
- e. Ceramics
- f. Setting up and Clearing of activities
- g. Serving Refreshments under the guidance of Activity Staff
- h. Discussion/Reading Groups
- i. Delivering Mail
- j. Visiting and talking with Residents
- k. Showing Movies, Slides, Videos
- l. Serving as a companion to those that are unwilling to participate
- m. Others may be permitted

Volunteers may perform services for the following Departments or Service Areas: Administration, Social Services, Activities, Library.

Volunteers may not be used in lieu of staff personnel to perform resident services.

Volunteers may not perform services that relate to direct patient care.

Volunteers may not perform services they are not physically or emotionally or otherwise incapable of performing.

Volunteers who do not follow facility practices will not be permitted to remain as volunteers. The volunteers record will reflect the reason for taking such action against the volunteer.

If the volunteer is between the ages of 13 and 18 years of age, the facility may require parental signature if appropriate.



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MJHR Volunteer Agreement/Acknowledgment Form

I, _____ acknowledge that I have thoroughly read and agree to follow the MJHR Volunteer Manual and Facility Policies.

Name

Date

Activity Director

Date