



St. Patrick's Home of Ottawa Inc.
VOLUNTEER SERVICES

DESCRIPTION OF VOLUNTEER PARTICIPATION

Position: **ARTS & CRAFTS**

Purpose: To encourage and motivate residents to participate in crafts and express creativity.

Tasks and Responsibilities:

1. Welcome and escort residents to activity as needed
2. Instruct resident regarding project and show a sample of the finished product
3. Assist and supervise resident with craft project
4. Generate craft projects and get resident ideas on what they would like to work on next. Choose projects that can be done in one session
5. Ensure a safe working environment
6. Familiarize yourself with St. Patrick's Home rules and regulations by reading and signing the Volunteer Services and Health and Safety Manuals
7. Report any problems or concerns to staff
8. Other related duties.

Time Commitment: Flexible, to be discussed at time of interview

Skills and Qualifications:

- Creativity
- Knowledge and ability to do a variety of simple crafts
- Ability to adapt craft projects to resident needs
- Ability to teach patiently the art of doing
- Enjoy working with the elderly, sensitive to their needs
- Reliable and responsible
- Good interpersonal skills, honest
- Ability to respect confidentiality

Orientation and Training:

- A general orientation to the Home will be provided prior to beginning responsibilities
- Volunteer handbook will serve as reference book
- Wheelchair safety and etiquette
- Familiarization with the emergency codes and procedures
- Attendance to Fire & Safety, Infection Control, Abuse Prevention and Values Covenant Inservices is compulsory as soon as possible following the start of your assignment, yearly thereafter.
- Other professional educational programs are provided when appropriate

Health and Safety:

- The safety of the resident, staff/volunteers is inherent in all aspects of each person's responsibilities. Vigilance to safety includes delivery of direct resident care as well as the living environment of each resident and working conditions for all staff/volunteers and visitors.
- All workers under the Occupational Health and Safety Act have the responsibility to observe safe work practices, avoid risks and to use common sense. Any hazardous conditions or accidents, whether anyone is hurt or not, should be reported immediately to your supervisor, unit nurse and/or Coordinator of Volunteer Services.
- Volunteers should not come to work if they are ill, have a rash, cold, or other infectious disease.
- Influenza immunization is strongly recommended.
- Hand washing is the best infection control.

Boundaries and Limitations:

- As a safety precaution, do not leave residents unsupervised when using scissors, knives or sharp objects that might be needed to do crafts.
- Volunteers do not have the permission to transfer residents
- Do not accept any gift or money from residents
- Volunteers who do not adhere to the rules and procedures of St. Patrick's Home or who fail to satisfactorily perform their volunteer assignment are subject to dismissal

Accountability:

- Responsible to the Recreation Department and / or the Coordinator of Volunteer Services

Benefits:

- Exposure to the agency operation
- Opportunity for leadership
- Opportunity to develop new skills
- Increased knowledge and experience working with the elderly
- Self satisfaction of offering a service to residents
- Free parking is provided to volunteers
- Meal or beverage tickets are available if you meet the criteria
- References can be obtained if a volunteer has been engaged in volunteering for more than 40 hours
- Recognition events throughout the year