



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

**DESCRIPTION OF VOLUNTEER PARTICIPATION**

**Position:** **CLERICAL / COMPUTER**

**Purpose:** To provide a variety of clerical/secretarial tasks

**Tasks and Responsibilities:** (Your position may include some or all listed below)

1. Input data into the computer
2. Type policies, procedures and other materials as requested
3. File, photocopy, maintain statistics and assist with special projects
4. Operate switchboard when requested
5. Assist with fundraising events
6. Record and produce minutes of unit meetings
7. Complete and tabulate surveys as requested.
8. Other related duties
9. Familiarize yourself with St. Patrick's Home rules and regulations by reading and signing the Volunteer Services and Emergency Procedure Manuals.

**Time Commitment:**

Flexible, as determined by staff

**Skills and Qualifications:**

- Ability to type, file and perform general office duties
- Computer knowledge (word processing)
- Organizational skills
- Ability to maintain confidentiality is a **MUST**
- Ability to work independently with minimal supervision
- Good physical and mental health
- Patient, honest, reliable, committed to the time chosen

**Orientation and Training:**

- A general orientation to the Home will be provided prior to beginning your responsibilities.
- Volunteer Handbook will serve as reference book
- Wheelchair safety and etiquette
- Knowledge of 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 as 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.
- Handwashing is the best infection control.
- Influenza immunization is strongly recommended

### **Boundaries and Limitations:**

- All information gathered is confidential and must not be shared with outside parties
- No files or work information may be taken off site
- 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 Unit Leader and/or 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