



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

**DESCRIPTION OF VOLUNTEER PARTICIPATION**

**Position:** **GAMES ASSISTANT** (Board games, bowling, pocketball, ring toss, bingo...)

**Purpose:** To assist with / or run a variety of games for the enjoyment of residents and/or Seniors' Day members

**Tasks and Responsibilities:**

1. Assist with setting-up the game(s) area.
2. Escort resident(s) to game if applicable.
3. If residents are taken to the activity by other staff/volunteers, ensure these same people will take resident back.
4. Run game(s) according to the rules and procedures. (Adapt game as necessary to meet the needs of the resident(s).
5. Encourage resident(s) to participate
6. Announce the scores of each player at the end of the game(s).
7. Tidy area and store equipment away if applicable following the game.
8. Assist resident(s) in getting back to their room or unit lounge
9. Report any concerns about a resident to staff immediately
10. Familiarize yourself with St. Patrick's Home rules and regulations by reading and signing the Volunteer Services and Emergency procedure manuals.

**Time Commitment:** As required ( approximately 2 hours per week)

**Skills and Qualifications:**

- Good physical and mental health
- Good interpersonal skills, ability to project a positive/friendly attitude
- General knowledge and understanding of the needs of the elderly
- Honest, reliable and committed
- Flexible, ability to follow instructions, work independently and adapt games to individuals if necessary

**Orientation and Training:**

- A general orientation to the Home will be provided prior to beginning your responsibilities
- Wheelchair safety and etiquette
- Familiarization with emergency codes and procedures
- "On-the-job" training with staff or Senior volunteers
- Review of the information available in the Volunteer Handbook

- 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
- Knowledge of the emergency codes and procedures
- 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 & 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 and/or Coordinator of Volunteer Services. Protective clothing and safety devices, if applicable to your position, should be used or worn.
- Volunteers should not come to St. Pat's if they have a rash, cold or other infectious disease
- Handwashing is the best infection control.
- Influenza immunization is strongly recommended

### **Limits and Boundaries:**

- Comfortable, flat closed shoe must be worn at all times while on duty.
- 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 Recreationist and/or to the Coordinator of Volunteers Services
- Volunteer participation is essential to many programs offered to the residents, therefore, it is very important to report any absence as soon as possible.
- Formal and informal Volunteer performance appraisal will be done as necessary

### **Benefits:**

- Exposure to the field of gerontology and the Home's operation
- Opportunity for leadership and team work
- Self-satisfaction of offering a service to the residents
- Free parking is provided to volunteers
- Meal or beverage ticket is available if you meet the criteria
- Recognition events throughout the year
- References for future employment and /or educational pursuits can be obtained

upon termination if a volunteer has been engaged for more than 40 hours

Revised Aug 06, Aug 08