



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

DESCRIPTION OF VOLUNTEER PARTICIPATION

Position: HAIRDRESSER ASSISTANT

Purpose: To provide assistance to the hairdresser

Tasks and Responsibilities:

1. Escort residents to and from the beauty salon as requested by the hairdresser
2. Assist under the direction of the hairdresser with cleaning curlers, combs and tidying up the room. Ensure no spilled water is left on the floor.
3. Answer telephone when appropriate
4. Supervise residents, especially while under the dryer to ensure they are fine..
5. Report any concerns or problems to hairdresser immediately
6. Other related responsibilities

Time Commitment: Flexible, Monday - Friday

Skills and Qualifications:

- Experience in the hairdressing field is an asset
- Ability to project a positive/friendly, caring attitude
- Good interpersonal skills
- Strong sense of commitment
- General knowledge and understanding of the needs of the elderly
- Ability to follow directions and work independently
- Good physical and mental health

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
- 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.
- Other professional educational opportunities are provided .

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

Limits and Boundaries:

- Comfortable, flat closed-toe footwear must be worn at all times while on duty
- Volunteers do not have permission to transfer residents
- Do not accept any gifts of 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 Hairdresser / Coordinator of Volunteer Services

Benefits:

- Experience in the hairdressing field
- Exposure to the agency operation
- Opportunity for leadership
- Increased knowledge and experience working with the elderly
- Self-satisfaction in offering a service to residents
- Free parking is provided to all volunteers
- Beverage tickets are issued to volunteers who work more than 2 hours
- References for future employment and/or educational pursuits can be obtained upon termination if a volunteer has been engaged for more than 40 hours