



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

DESCRIPTION OF VOLUNTEER PARTICIPATION

Position: “HIGH TEA” HOSTESS

Purpose: To provide a pleasant, sociable activity for residents

Tasks and Responsibilities:

- Set up tables and chairs
- Pick up dietary order from the kitchen
- Porter residents to the library
- Choose appropriate music
- Serve tea, coffee to residents, socialize with them
- Porter residents back to their rooms
- Tidy up the library as necessary
- Bring cups and saucers to the kitchen for washing
- Bring tablecloths to laundry
- Other related duties
- Report any concerns to staff immediately

Time Commitment:

Sunday, 2 - 4 p.m.

Skills and Qualifications:

- Good health, good interpersonal skills
- Ability to follow directions work independently as well as with the team
- Sensitive to the needs of the elderly, understanding
- Honest, reliable, patient and committed
- Good sense of humour
- Good listener
- Ability to respect confidentiality

Orientation and Training:

- A general orientation to the Home will be provided prior to beginning your responsibilities
- “On the job” training with staff and other volunteers
- Knowledge of code blue and emergency procedures

- Wheelchair safety and etiquette
- Video “The Hands that Feed”
- Professional educational programs are provided regularly
- Volunteer Handbook will serve as reference book

Limits and Boundaries:

- Sign resident “out” at the nursing station when escorting off their unit. Sign resident “in” upon return.
- Comfortable, flat closed-toe footwear must be worn at all times while on duty

Health and Safety:

- 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.
- Volunteers are encouraged to hand wash often as it is the best infection control.
- Influenza immunization is strongly recommended

Accountability:

- Report to Recreationist on duty. Please note that staff will change every week-end; (staff work one week-end in 2)
- If unable to attend to your duties as planned, make sure you call in advance the recreationist or leave a message with the receptionist (731-4660)

Benefits:

- Opportunity for leadership and team work
- Exposure to the agency operation
- Self-satisfaction of helping residents
- Increased knowledge and experience working with the elderly
- References can be obtained for employment or educational pursuit after completion of at least 40 hours of volunteer work
- Free parking is provided to volunteers
- Recognition events throughout the year