

DESCRIPTION OF VOLUNTEER PARTICIPATION

Position: SENIORS DAY PROGRAM ASSISTANT

Purpose: To assist staff with the overall functioning of the Day Program and to ensure that the members needs are met

Tasks and Responsibilities:

1. Receive updated information about clients and/or program from Day Program Staff.
2. Greet Day Program members at the door when they arrive.
3. Assist members with outer clothing and name badge on arrival and departure.
4. Record attendance on attendance sheet.
5. Serve refreshments morning and afternoon
6. Assist with the orientation of new members and new volunteers.
7. Direct members around the building through out the day.
8. Encourage members to take part in organized activities. If problems arise, consult Day Program Staff.
9. Control the Day Program door to ensure maximum safety for both residents and Day Care members. One volunteer to be in charge of the key for the alarm.
10. Assist Day members with light transfers/toileting as necessary. (See orientation & training)
11. Inform Day Program staff of any behavioural/physical changes in Day Members.

Time Commitment: Monday to Friday 9:00 a.m. — 3:30 p.m., weekly

Skills and Qualifications:

- Good health
- Good interpersonal skills, honest, reliable, committed to time chosen
- General knowledge and understanding of the needs of the elderly
- Ability to follow instructions, work independently as well as in a team
- Interest in working with the elderly
- Ability to respect confidentiality

Orientation and Training:

- A general orientation to the Home will be provided prior to beginning your responsibilities.
- Review the information available in the Volunteer Handbook
- Wheelchair safety and etiquette
- Attendance to Fire & Safety, Infection Control, Abuse Prevention and Values Covenant Inservices are compulsory as soon as possible following the start of your assignment, yearly thereafter.
- Familiarization with emergency codes and procedures
- Training on light transfers/ toileting will be done when you start volunteering and

- reviewed annually
- “On the job” training with staff and peer volunteers
- Professional educational programs are provided when appropriate

Limits and Boundaries:

- Comfortable, flat closed-shoe footwear must be worn at all times while on duty
- Volunteers will not accept cash payments from Day members except for cheques which will be deposited in the steel box in the Coordinator’s office. Volunteers will not complete cheques for Day members. Volunteers will not make change unless they have a witness (it protects both the volunteer and day member)
- Light transfers/toileting: Do not assist anyone unless you have been instructed on how to do it.
- Volunteers will guide/assist the day member by:
 - ensuring the assistive device is in safe position (ie: brakes on, foot rests out of the way)
 - instruct day member to put hands on the arm rests, lean forward from the waist and push up. Make sure the person is well balanced before proceeding with walking
 - remind/escort person to the bathroom, position assistive device for easy access, assist with clothing and handwashing as necessary. If the person requires more assistance than that in toileting, get a staff member
- 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.

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

Accountability:

- Responsible to Seniors Day Program Coordinator and/or Coordinator of Volunteers Services
- Volunteer performance appraisals are done annually and/or as necessary

Benefits:

- Exposure to the agency operation
- Exposure to the field of gerontology
- Opportunity to develop friendship with Seniors, staff and volunteer colleagues
- References can be obtained upon termination if a volunteer has been engaged for more than 40 hours.
- Free parking is provided to all volunteers
- Meal tickets are issued to volunteers who work the whole day (9a.m. — 3 p.m.)
- Recognition events throughout the year

**IMPORTANT: Call Volunteer Department or Day Program Staff if unable to attend work.
613 731-4660**

Revised May 10, 95, Dec 98, Apr 00, Apr/01, June/02,Dec04,Jan07