

St. Patrick's Home of Ottawa Inc.
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APPLYING TO BECOME A VOLUNTEER

Thank you for your interest in volunteering at St. Patrick's Home.

St. Patrick's Home offers a range of physical, recreational and social services designed to enhance the quality of life of our residents. Volunteers play a major role in the success of many of these programs.

INITIAL STEPS TO BECOMING A VOLUNTEER AT ST. PATRICK'S HOME

In order to be considered as a volunteer, you must be 14 years of age and over and agree to a **minimum** 40 hours of volunteer work which includes the general orientation to the Home.

Screening is conducted on all applicants to ensure suitability for positions of trust.

1. Please complete the "Volunteer Application Form" and "Reference Check Consent Form" and return them to the Coordinator of Volunteer Services, who will contact you for an interview. The interview will provide an opportunity to find out what sort of assignment you might enjoy and which of your abilities and talents might best suit our current volunteer needs. Volunteer position description(s) will be reviewed with you. It is a good time for both parties to share general information and agree on a mutually acceptable assignment.

Arrangements for a second interview, if necessary, will be made with the staff member you will be assisting.

2. A Police Records Check for Service with the Vulnerable Sector must be completed. A photocopy of two (2) pieces of identification with your date of birth is required. A signed letter from the Home stating that you are a candidate for a volunteer position must accompany the Police check form. Once the Police Records Check is completed, it will be mailed back to the applicant.

A "Parental/Guardian Consent Form" must be signed for volunteers under age 18.

3. If references and security checks are favourable and the prospective volunteer has been deemed suitable, arrangements for the general orientation and training will follow at a scheduled date.
4. All volunteers conducting activities in St. Patrick's Home must produce results of a Tuberculin Test (TB skin test) prior to commencing their volunteer assignment.
5. It is compulsory for all prospective volunteers to attend a general orientation prior to beginning their responsibilities as volunteers. This will provide them with necessary instructions, rules and regulations and directions on their roles and responsibilities as volunteers of St. Patrick's Home.
6. Assignments will start at a mutually convenient time negotiated between the volunteer, the Coordinator of Volunteer Services and/or assignment supervisor.

Volunteers will serve a three-month probationary period which is a period of time when new volunteers and the Home assess suitability for the position.

July 2007