



333 Fourth Street
Marietta, OH 45750

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www.oneillcenter.com



Volunteer Application

Personal Data

Date _____

Name _____

Address _____ Phone (Day) _____

City, State, Zip _____ (Night) _____

Date of Birth _____ Best time to call _____

Work Experience

Employment Experience _____

Volunteer Experience _____ Retired? _____

Skills & Interests

Specific skills or interest you may have such as:

Languages spoken _____

Teaching _____

Health & Nutrition _____

Trades (mechanical, construction, electronics, other) _____

Business/Clerical _____

Legal _____

Other _____

Specific interests & hobbies _____

Personal Information

Physical limitations _____

Preferred volunteer assignments _____

Experience working with seniors? _____

Why would you like to volunteer? _____

Would you like to receive our newsletter? _____

What type of work situation do you enjoy most? _____

Are there any volunteer positions that you prefer not to be in? _____

Valid drivers license and insurance certification? _____

Availability

What length of time are you available to volunteer?

Short term (Less than three months) _____

Long term (more than three months) _____

Summer _____

Specific project _____

Other _____

Preferences

What type of work do you enjoy most?

Group _____

By self _____

One on one _____

Supervising _____

No preference _____

In the space below, please provide us with any additional information that you feel may be pertinent.

O'Neill Senior Center, Inc.

Volunteer Handbook



O'Neill Center History

In 1986 a private, non-profit corporation was formed and became recognized by the Internal Revenue Service as a charitable organization. A fifteen-member board of trustees was selected from citizens throughout the county and the non-profit began operating the Center in January of 1987 as "O'Neill Senior Center, Inc."

The O'Neill Senior Center has developed into a dynamic focal point for Washington County residents aged 60 and over. The Center has served thousands of older adults providing many vitally important services such as Medical Transportation, Homemaking Assistance, and Adult Day Services, Alzheimer's Respite, Chore, and Prescription Assistance. Seniors enjoy other opportunities at the Center through participation in social activities, exercise programs, health education, preventative health screenings, caregiver support programs, general information and referral and events covering current social issues.

Seven handicap accessible vans comprise O'Neill's fleet and are used daily to transport seniors to medical appointments, clinics, treatment centers and adult day care. In-home services are provided by certified aids supervised by a licensed practical nurse. The adult day services program employs a nurse, manager, certified nursing assistants, and a certified activity director. Although the Center currently employs 27 staff members, volunteers also play important roles providing assistance in many areas.

In 2008, the O'Neill Center entered into a strategic alliance with the City of Belpre to provide senior residents opportunities for increased social interaction, improved personal health and fitness, increased access to educational programs and benefits, and to provide the broader community with a reliable resource for aging issues.

Mission, Vision, & Values

Mission: To help area seniors live HIP: Healthy, Independent, and Productive

Vision: To be a proactive leader that identifies and embraces the constantly changing needs of people age 55 years and older.

Values: Respect others' independence and dignity.

Serve with compassion and respect.

Consider accountability.

Having a safe workplace is priority!

Involved communities.



The O'Neill Center is committed to providing quality volunteer positions. Volunteers will be assigned to appropriate services according to their skills, interests, and availability of time. Volunteers are expected to conduct themselves as representatives of O'Neill Center while in attendance. Volunteers will be assigned to a specific supervisor based upon their position. Each volunteer will be asked to complete an application and basic personal data which will be kept in a strictly confidential file. This information will not be released without your consent. Volunteers are asked to list emergency contacts in case of an emergency of failure to show up for an assignment. If you fail to report as scheduled, your emergency contacts will be notified.

Dress code

The actions and personal appearance of volunteers directly affects the impression of the O'Neill Center. Volunteers are required to dress professionally and appropriate for their assignment, which will vary greatly. Extreme attire is considered unacceptable. If in doubt, volunteers should check with their assigned supervisor.

Attendance

If you have agreed to volunteer, others are counting on you to be there. If you are unable to report as scheduled, please contact your supervisor or other available O'Neill staff member as soon as possible. Repeated absences are unacceptable.

Holidays

The Senior Center is closed for major holidays. Please check with your supervisor if there are any questions about closings.

Illness

Do not report for duty if you are ill! Contact your supervisor and let them know you are ill. You should not report if you have the flu, upper respiratory infection (coughing or blowing nose constantly), nausea or vomiting, fever/chills, diarrhea, or any other communicable diseases. If you question whether or not you may be contagious, you should contact your physician or supervisor.

Accidents/Injuries

All accidents and injuries, no matter how minor, must be reported to your supervisor immediately. An incident or accident form must be completed to document and identify future safety concerns. Incident reports are reviewed by the safety committee to help reduce safety hazards.

Training/In-services

Supervisors are responsible to provide orientation and training of volunteers. Volunteers may be asked to attend staff in-services depending on their assignment.

Non-discriminatory policy

The O'Neill Center provides equal opportunity to all volunteers and assures there shall be no discrimination against any person on the grounds of race, color, religion, sex, national origin, age, or

handicap. In an attempt to comply with the ADA compliance act, the O'Neill Center will make reasonable attempts to meet the needs of those with disabilities.

Disciplinary Action

The O'Neill Center reserves the right to discipline any volunteer who fails to perform in accordance to O'Neill Center standards or who fail to follow guidelines.

Professionalism

While serving as a volunteer is an extremely generous act, it comes with responsibility. As a volunteer of the O'Neill Center, you are expected to display professionalism at all times and to adhere to the policies and procedures of the O'Neill Center. If you have any questions, it is your responsibility to ask your supervisor.

Confidentiality/HIPAA

Policy: It is the policy of the O'Neill Senior Center that all client information will be held as confidential by staff and volunteers.

Procedure:

1. ALL clients must sign a consent to release of information prior to receiving service. This signed document shall be kept in the client's record and a copy given to the client.
2. No client information will be released without prior written consent of the client/power of attorney unless authorized by law (e.g. suspected elder abuse).
3. Client information will be discussed with staff's immediate supervisor and/or other appropriate agency personnel only.
4. During orientation all employees and volunteers must read and sign a copy of the O'Neill Senior Center's policy regarding confidentiality of client information.
5. The O'Neill Senior Center's policy regarding confidentiality of client information shall be reinforced with employees and volunteers routinely.
6. Any changes in the O'Neill Senior Center's confidentiality policy shall be communicated to employees and volunteers immediately.

Volunteers are required to sign and follow the O'Neill Center's confidentiality policy and will receive HIPAA training during orientation. Intentional or unintentional violation of confidentiality may result in disciplinary action.

“We make a living by what we do, but we make a life by what we give.”

Winston Churchill