



HALE MAKUA HEALTH SERVICES
COMPASSION · COMMITMENT · COMMUNITY

VOLUNTEER AGREEMENT

POSITION SUMMARY: Volunteers support Hale Makua Health Services' mission to improve the well-being of those in our care through compassionate personalized health services in our home and yours by:

1. Enhancing services currently provided by Hale Makua Health Services.
2. Providing individual services to residents as directed by the Volunteer Specialist, or the Supervisor of the Department to which the volunteer is assigned.
3. Providing support services to various departments or at events held on the campus or in the community.
4. Providing residents with personal companionship from the community.
5. Exhibiting compassion for fellow, volunteers, residents, families, and staff.

POSITION RELATIONSHIPS:

1. Responsible to: Volunteer Coordinator
2. Interrelationships: Works closely with residents, staff, managers and family.

QUALIFICATIONS:

1. Compassion and willingness to give time and energy.
2. Must be able to perform own activities of daily living independently.
3. Must be at least 16 years old unless accompanied at all times by an adult.
4. Must clear criminal background check.
5. Must clear 2 step TB skin test before assignment and annually thereafter.

RESPONSIBILITIES AND DUTIES:

See Hale Makua Health Services Volunteer Duties section below for a list of potential roles and tasks the volunteer may engage in.

AGREEMENT:

As a Hale Makua Health Services Volunteer, I agree to the following:

1. Learn and follow the all Volunteer Policies and Procedures.
2. Wear my name badge at all times.
3. Comply with Hale Makua Health Services' requirement of an annual Tuberculosis (TB) screening.
4. To call in advance of my normal start time if I am unable to come in or if I plan to stop volunteering.
5. Have instructions for handling wheel chairs.
6. Not to provide clinical care including feeding, transferring, or toileting residents.
7. To report immediately any resident fall and seek staff assistance. I will not attempt to lift an injured resident.
8. To report any emergency including a fire, a resident fall, or any other event which could cause harm to a resident or staff member or loss to Hale Makua Health Services.

REVIEWED AND UNDERSTOOD BY: _____ **DATE:** _____



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HALE MAKUA HEALTH SERVICES VOLUNTEER DUTIES

Most of the following duties are available at our Kahului Campus (472 Kaulana St, Kahului, Maui, HI and at our Wailuku Campus (1540 Lower Main St. Wailuku, Maui HI). Please call the Volunteer Specialist at 808-871-9283 with any questions.

- Social Services, Business Office, Ward Clerks in Neighborhoods, Maintenance Office
- Administrative support such as filing, copying and light computer work.
- Talk story with residents
- Transport residents to and from daily activities and events
- Read to residents
- Play table games
- Assist on excursions
- Craft preparation and assembly
- Nature walks with residents outdoors on wheel chair paths
- Assist with letter writing upon request
- Visit residents on a one to one basis in Day Health or in the neighborhoods.
- Provide manicures for residents
- Assist at large functions such as May Day programs, County Fair, Aloha Week programs
- Provide entertainment for the residents
- Transport residents to and from exercise departments and neighborhoods
- Assist therapists as needed with non-clinical tasks
- Set resident up for therapeutic exercise under the supervision of the therapist
- Assist during meals with handing out resident food trays and encouraging residents to eat
- Assist our Environmental Services and Maintenance Departments with making our campus a beautiful and safe place to live.
- Work with Nutrition Services staff to make and deliver meals and/or wash dishes.

VOLUNTEER PHILOSOPHY

The philosophy of Hale Makua Health Services' Volunteer Services Program is based upon the sharing of oneself, through interaction with residents, family, and our professional staff. Volunteers give of themselves and find self satisfaction. It is an exciting experience of compassion and personal growth. Volunteers bring a greater awareness of Hale Makua Health Services and help support our mission of improving the well-being of those in our care through compassionate personalized health services in our home and yours.

It is the policy of Hale Makua Health Services that all volunteers must be able to independently perform activities of daily living, including movement within the facility and use of the restroom.