



HALE MAKUA HEALTH SERVICES

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.

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

Position Relationships:

- Responsible to: Volunteer Coordinator
- Interrelationships: Works closely with residents, staff, managers, and family

Qualifications:

- Compassion and willingness to give time and energy
- Must be able to perform own activities of daily living independently
- Must be at least 16 years old, individuals younger than 16 will be accepted on a case-by-case basis at the discretion of the volunteer coordinator
- Must clear criminal background check
- Must clear TB skin test before assignment and annually thereafter if scheduled to volunteer 10 or more hours per week.
- Must attend a two-hour volunteer orientation with Volunteer Coordinator
- Must be able to independently perform activities of daily living, including movement within the facility and use of the restroom

Volunteer Duties (can include, but aren't limited to):

Admissions, Business Office, Development Office, Health Information Management, Human Resources, Nursing, Maintenance Office, Rehab, and Social Services:

- Administrative support such as filing, copying, shredding and light computer work.

Activities and Day Health Services:

- Talk story with residents
- Transport residents to and from daily activities and events
- Read to residents
- Play table games

- Assist on excursions
- Dining host or hostess
- Craft preparation and assembly
- Nature walks with residents outdoors on wheelchair 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
- Assist at special event functions

Rehab Department and Restorative Nursing Program:

- Transport residents to and from exercise departments and neighborhoods
- Assist therapists as needed with non-clinical tasks
- Follow physical therapist with wheelchair during resident walking
- Set resident up for therapeutic exercise under the supervision of the therapist
- Organize storage rooms and closets
- Organize and sanitize equipment such as canes and walkers, physical therapy and occupational supplies

Nursing:

- Assist during meals times by delivering meals and/or encouraging residents to eat
- Transport residents to various activities and exercise programs on the campus
- Socialize and talk story with residents on the neighborhoods

Agreement:

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

1. Learn and follow the all-Volunteer Policies and Procedures.
2. Always wear my name badge.
3. Comply with Hale Makua Health Services' requirement of an annual Tuberculosis (TB) screening when applicable.
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 wheelchairs.
6. Not to provide clinical care including assisting with eating, going to the bathroom, or transferring. This includes assisting residents and/or clients with drinks or snacks, even at their request unless otherwise advised by a member of the nursing staff.
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, choking, or any other event which could cause harm to a resident or staff member or loss to Hale Makua Health Services' Volunteer Coordinator.
9. Understand in detail the definitions of Elder Abuse and my responsibility to report any type of suspected abuse immediately to a Hale Makua staff member.
10. Understand the definition of Dementia and the different ways to interact with individuals who have dementia.

REVIEWED AND UNDERSTOOD BY: _____
Signature Date

Printed Name