



**CHECKLIST OF VOLUNTEER PAPERWORK  
(ADMIN TEEN VOLUNTEER)**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

NUMBER	FORM	REQUESTED	RECEIVED
1	CHECK LIST	_____	_____
2	WELCOME	_____	_____
3	VOLUNTEERS OPPORTUNITIES	_____	_____
4-5	APPLICATION	_____	_____
6	CONFIDENTIALITY	_____	_____
7	JOB DESCRIPTION	_____	_____
	Covid Vaccine is required:	_____	_____

I.D. NUMBER IS \_\_\_\_\_

ALL PAPERWORK IS IN FILE AS OF \_\_\_\_\_

(Date)

(Signature)



## Welcome

Welcome to Catholic Hospice! We are delighted that you have chosen to volunteer with Catholic Hospice and hope that your volunteer experience is fulfilling.

You are joining an organization that has an outstanding reputation. Catholic Hospice is a not-for-profit organization which provides compassionate care for the terminally ill and their families. We are dedicated to preserving the dignity of individuals, supporting those dealing with the challenges of death and bereavement and fostering acceptance and respect for all phases and transitions in life. We are committed to alleviating spiritual and emotional distress as well as physical discomfort so life may be enjoyed to the fullest. Through education and example, Catholic Hospice gives testimony that dying is a part of living which permits the culmination of all life events to come together in a most profound way. We sincerely hope you will take pride in being an important part of Catholic Hospice's success.



Catholic Hospice has several volunteer opportunities which include the areas of patient care, special events and administrative.

### **Patient Care Volunteers**

Catholic Hospice needs volunteers to visit terminally ill patients in their homes or in a nursing home. This requires visiting a patient once or twice a week for two to three hours. The volunteer becomes a friend to both the family and patient and does whatever a good friend might do (shopping, reading, reviewing photo albums, light housework, dishes, changing the laundry from washer to dryer, listening and giving emotional support). Persons who have some flexibility in their schedule and who are bi-lingual are especially needed. A commitment of one year of service is requested.

The first step is for the volunteer to return a completed application to the Volunteer Services Department a interview may be scheduled at that time with the Volunteer Services, Manager (in either our Miami Lakes or South office). The application includes references, a personal health statement, and a request for a background check must be filled out at that time.

The volunteer is also **required** to attend training class; this training is scheduled four times a year. A test **or proof of recent test** for tuberculosis is **required**. Potential volunteers will be given resources to obtain this test and notified of scheduled dates, in which they will be given, free of charge at Catholic Hospice. When the background check is completed, the volunteer will receive his/her first assignment. The volunteer is usually assigned to a family nearby and sends in the required "Volunteer Progress /Plan of Care Note" to the Volunteer Services Dept. on a weekly basis. It is currently the policy of Catholic Hospice that prospective Patient Care volunteers wait a period of one (1) year following the loss of a loved one before actively volunteering with patient/families. Other volunteer opportunities may be explored during this one year time period.

### **Administrative Volunteers**

Persons who are available during office hours may be considered to work in our offices (Miami Lakes, Kendall or Broward). They perform tasks such as filing, shredding documents, copying, preparing mailings, answering the phone, data entry, and preparing information packets.

### **Event Volunteers**

Persons who enjoy participating in community events can work at our Catholic Hospice booth. We typically set up booths at local malls and miscellaneous community events in an effort in increase community awareness of our volunteer opportunities and to promote special programs such as Camp Hope (an annual bereavement cam for children).

### **Camp Erin Volunteers**

Persons over the age of 21 who would like to volunteer for Camp Erin, a weekend bereavement camp sponsored by Catholic Hospice annually for children of all faiths between the ages of 6 and 17. Volunteers are needed for a variety of activities and can choose a convenient time during the weekend to volunteer or may be considered as a cabin leader which requires the volunteer to spend the weekend with the campers.



**TEEN VOLUNTEER APPLICATION**

HIGH SCHOOL STUDENTS: (A minimum of 40 hours in a calendar year is required).

What school do you attend? \_\_\_\_\_

Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_

Contact number for school: \_\_\_\_\_

Is this for community service hours?  Yes  No Number of Hours: \_\_\_\_\_ By what date? \_\_\_/\_\_\_

What are your special skills? \_\_\_\_\_

Special interest, skills and hobbies: \_\_\_\_\_

Languages spoken: \_\_\_\_\_

Previous volunteer service: \_\_\_\_\_

Community groups (Clubs, church, etc.) \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
(LAST) (FIRST)

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PHONE (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

E-Mail: \_\_\_\_\_

How did you hear about our volunteer services? \_\_\_\_\_

Why do you want to be a Catholic Hospice Volunteer?  
\_\_\_\_\_  
\_\_\_\_\_

What hours/days are you available?  
\_\_\_\_\_  
\_\_\_\_\_



**EMERGENCY CONTACT INFORMATION:**

\_\_\_\_\_  
NAME \_\_\_\_\_  
RELATIONSHIP

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE \_\_\_\_\_  
ZIP

PHONE (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_



## **CONFIDENTIALITY AGREEMENT**

This Agreement is made between Catholic Hospice Inc, (CHI) and applicant/volunteer

\_\_\_\_\_ (called "you").

You are employed by Catholic Hospice Inc. (CHI). In both your training, and in doing the job, you come into contact with confidential information that CHI needs to protect.

"Confidential Information" is any information of any kind, nature, or description concerning any matters affecting or relating to your services for CHI, the business or operations of CHI, and/or the service products, processes, or other any other data of CHI. Accordingly, to protect the CHI Confidential Information that will be disclosed to you, you agree as follows:

1. You will hold the Confidential Information in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
2. You will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by CHI's Compliance Officer
3. You will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance your duties for CHI.
4. You will, upon the request or upon termination of your relationship with CHI, deliver to CHI any notes, documents, equipment, and materials received from CHI or originating from your activities for CHI.

*CHI reserves the right to take disciplinary action, up to and including termination for violations of this agreement.*

**Signing below signifies that the VOLUNTEER agrees to the terms and conditions of the agreement stated above.**

Volunteer Manager / Volunteer Coordinator

NAME (VOLUNTEER)

\_\_\_\_\_

\_\_\_\_\_

Manager Signature

Volunteer's Signature

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**GENERAL DESCRIPTION:**

An Administrative Volunteer will perform a variety of clerical tasks in either of our offices.

**QUALIFICATIONS:**

1. Commitment to the Catholic Hospice philosophy and mission.
2. The ability to communicate effectively orally or in writing in English.
3. Ability to interact with the public and other employees/volunteers in a positive manner and promote a cooperative working environment.
4. Ability to maintain confidentiality.

**PHYSICAL REQUIREMENTS OF JOB:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to provide own transportation to various locations in the Catholic Hospice's service area, as required.
2. Must be able to stand, bend, stoop, and reach to access files and office equipment.
3. Must be able to sit for extended periods of time.
4. Must be able to hear and speak for telephone/general communication.
5. Must be able to operate office equipment as required.
6. Must be able to carry up to 25 pounds.
7. Ability to work independently or in groups to perform tasks.

**DUTIES:**

1. Organize, sort and file paperwork.
2. Maintain and update the request for volunteer's book.
3. Prepare, sort, labels, tabs, and seal mailings of letters, invitations, fliers, and newsletters.
4. Copy, collate, organize and place materials in admissions packets, orientation books and promotional packets.
5. Prepare and laminate volunteer's identification cards with photo and ID numbers.
6. Gather, shred and fill bags with confidential materials.
7. Answer the phones as needed in departments.
8. Review volunteer's files to update files for compliance requirement.
9. Perform other tasks as assigned by the Volunteer Services Manager.

**IMMEDIATE SUPERVISOR:** Volunteer Coordinator, Volunteer Services Manager

Signature: \_\_\_\_\_