



## **FED TOV—TIKKUN OLAM VOLUNTEERS RIGHTS & RESPONSIBILITIES**

### **1. AS A Tikkun Olam Volunteer, YOU HAVE THE RESPONSIBILITY TO:**

- Be punctual for your volunteer duty.
- Communicate any issues or concerns to the Tikkun Olam Volunteer (TOV) Co-leaders or the Community Social Worker.
- Fulfill your duties as assigned and directed.
- Accept guidance from TOV Co-leaders or Community Social Worker
- Participate in a one-time TOV training session, or any others that will be required.
- Keep internal information confidential about the Jewish Federation of Howard County (JFHC) and the clients you serve.
- Complete a criminal background check at the beginning of service and every two years (conducted by PoeKnows, or any successor agency), an independent contractor, on behalf of the JFHC). An email with the link to the secure PoeKnows website will be sent after training is completed. The cost of the background check is the responsibility of the Tikkun Olam Volunteer (approximately \$15 each). If this causes a financial burden, please contact the Community Social Worker to discuss options.
- For Tikkun Olam Volunteers that plan to drive residents: Complete a Driving Record Background Check at the beginning of service and every year. An email with the link to the secure PoeKnows website will be sent after training is completed. The cost of the driving record check is the responsibility of the Tikkun Olam Volunteer drivers (approximately \$15 each).
- Please note: JFHC will not substitute background or driving checks done through other volunteer organizations or employment.

### **2. AS A Tikkun Olam Volunteer, YOU HAVE THE FOLLOWING RIGHTS:**

- To be heard
- Receive guidance and direction from TOV Co-leaders and Community Social Worker
- Receive training for the position
- Learn about the Jewish Federation of Howard County
- Receive regular evaluations of your performance.

### **3. Tikkun Olam Volunteers LEGAL BOUNDARIES**

- A volunteer may not enter a resident's home without first undergoing TOV training and be formally accepted into the TOV program.
- A volunteer may not handle or administer any client medications.
- A volunteer may not drive a resident, or put a resident in his/her care, without prior background checks and signed consent forms. (Such forms are available from the Community Social Worker.)
- If a volunteer witnesses verbal, emotional, mental, or physical abuse towards a client, the volunteer must call the Community Social Worker immediately to report the situation. The Community Social Worker will respond in person within 24 hours.

- If a volunteer is hurt or injured while volunteering, the volunteer must call either the Co-leaders or the Community Social Worker and provide a report. If needed, the volunteer will be asked to complete a form, available from the Co-leaders or the Community Social Worker.
- A volunteer may not take financial compensation from a client.
- Volunteers can obtain gift cards at the JFHC office. Volunteers must keep them in their possession and use them only for Jewish residents in need in Howard County. Volunteers must keep all receipts and either give them to the Community Social Worker or leave them in the designated envelope in the JFHC office.

**4. Tikkun Olam Volunteer DUTIES**

- Serve as the “hands and feet” for clients in need. These tasks may include shopping and delivery of items, laundry, light home repairs, and assisting with paperwork.
- Commit to volunteering 2-4 hours per month.
- Listen with kindness and socialize with homebound clients.

**ACKNOWLEDGEMENT AND RECEIPT:**

I have read this document and agree to its provisions.

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

Print Name: \_\_\_\_\_

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