



## **FED TOV CONNECTIONS VOLUNTEER RIGHTS & RESPONSIBILITIES (AS OF: JULY 1, 2020)**

### **1. As a Fed TOV Connections Volunteer, You Have the Responsibility to:**

- Be punctual for your volunteer duty.
- Communicate any issues or concerns to the Fed TOV Connections co-facilitators or the Community Social Worker.
- Fulfill your duties as assigned and directed.
- Accept guidance from Fed TOV Connections co-facilitators or Community Social Worker.
- Participate in at least a one-time Fed TOV Connections 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 thereafter, by an independent contractor, on behalf of the JFHC. (The costs of all background checks will be paid by the JFHC.)
- **Note:** Volunteers who plan to drive residents must complete a Driving Record Background Check at the beginning of service every year. (The costs of all background checks will be paid by the JFHC.)
- **Also note:** JFHC will not accept background or driving checks done through other volunteer organizations or employment.

### **2. As a Fed TOV Connections Volunteer, You Have the Following Rights:**

- To be heard.
- Receive guidance and direction from the Fed TOV Connections co-facilitators or the Community Social Worker.
- Receive training for the position.
- Learn about the Jewish Federation of Howard County (JFHC).
- Receive regular evaluations of your performance.

### **3. As a Fed Tov Connections Volunteer, Your Requirements Include:**

- A volunteer may not enter a resident's home without first undergoing Fed TOV Connections training and be formally accepted into the 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.)
- A volunteer may not take financial compensation from a client.
- 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 Fed TOV Connections co-facilitators or the Community Social Worker and provide a report. If needed, the volunteer will be asked to complete a form, available from the co-facilitators or the Community Social Worker.

**4. Fed TOV Volunteer Duties Include:**

- 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.
- Volunteers can obtain gift cards for clients at the JFHC office. Volunteers must keep the gift cards 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.
- Alternatively, volunteers may also scan receipts and attach them to an e-mail and sent to the appropriate JFHC staff person, as instructed by the Community Social Worker.
- **Note:** Volunteers will only be reimbursed if, and only if, all needed receipts are submitted in a timely manner. JFHC will then submit requests for payments to volunteers per the prevailing accounts payable system utilized at that time.

**ACKNOWLEDGEMENT AND RECEIPT**

**I have read this document and agree to its provisions.**

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

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

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