



SIR MOSES MONTEFIORE JEWISH HOME

VOLUNTEER APPLICATION FORM

Date: _____

Name: Mr/Mrs/Ms/Miss _____
(first name)
(middle name)
(surname)

Address: _____ Postcode: _____

Phone: (h) _____ (w) _____ (mobile) _____

Email: _____

Birthday: _____

Emergency Contact Name: _____

Relationship: _____

Phone: (h) _____ (w) _____ (mobile) _____

Facility you would prefer to work in: Hunters Hill Woollahra Randwick

PREVIOUS VOLUNTEER WORK: Yes No

If yes, please describe the volunteer work you have undertaken.

VOLUNTEERING AVAILABILITY:

DAY	AM	PM	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

COMMENTS:



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Any area that you prefer to work in:

- | | |
|---|--|
| <input type="checkbox"/> Personal friendship / visiting (one to one) | <input type="checkbox"/> Travel or other talks/presentations |
| <input type="checkbox"/> Assisting with feeding (especially at evenings & weekends) | <input type="checkbox"/> Games – cards, scrabble, quizzes, Rummy tiles, etc. |
| <input type="checkbox"/> Reading aloud | <input type="checkbox"/> Cooking/Baking |
| <input type="checkbox"/> Letter writing | <input type="checkbox"/> Planning & assisting in celebrations |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Simple gardening |
| <input type="checkbox"/> Music – singing, playing piano, any other instrument | <input type="checkbox"/> Café |
| <input type="checkbox"/> Manicures | <input type="checkbox"/> Computer Assistance to Residents |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Art Therapy |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Dementia Specific Activities |
| <input type="checkbox"/> Outings – almost one to one help is needed | <input type="checkbox"/> Fete |
| <input type="checkbox"/> Assisting at functions | <input type="checkbox"/> Background staff assistance |
| <input type="checkbox"/> Typing/clerical/administration | <input type="checkbox"/> Sewing |

Why have you chosen the above?

Signature: _____ Date: _____

PRIVACY STATEMENT

The Home is governed by a Privacy Policy that supports the privacy and confidentiality of all personal information collected by the Home, subject to the Home's need to perform its activities and legal obligations. A copy of the Home's Privacy Policy is available upon request.



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VOLUNTEER AGREEMENT

These Volunteer Guidelines have been developed in accordance with the Guidelines of the Volunteer Centre of NSW.

I AGREE TO THE FOLLOWING:

- To perform those duties listed on the position/job description issued to me by The Home from time to time (volunteers do not provide clinical care).
- To sign the attendance book and wear the identification badge at all times I am on the premises of the Home.
- To be punctual and at all times conduct myself in a professional manner.
- That I will notify the Volunteer Officer or Department/Facility Manager as soon as possible if I am going to be absent.
- That I will not arrive to volunteer under the influence of drugs or alcohol nor consume these whilst on the premises of The Home.
- That I will practice good hygiene techniques while at The Home (i.e. regular hand washing, wearing gloves when handling food) and comply with Occupational Health and Safety Requirements.
- To maintain at all times the safety, well-being and dignity of the resident in accordance with The Home's Code of Conduct attached hereto.
- To hold as strictly confidential all information that may be obtained directly or indirectly about residents in the Home. I understand that a breach of confidentiality may result in a request to leave the Volunteer Program.
- To not accept payment in any kind from a resident.
- To notify the Volunteer Officer when leaving the Volunteer Program and return the identification badge to the Volunteer Officer.
- To abide by the Home's Code of Conduct (see Volunteer Handbook)

I have read the above and agree to abide by all the guidelines.

Volunteer's Signature

Date

Volunteer Officer's Signature
(or authorised alternate)

Date



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CODE OF CONDUCT

Purpose:

The Montefiore Home has a code of conduct which defines the principles the Home expects all people (Staff, Residents, Visitors and Carers) to observe. It is underpinned by Montefiore's Mission and Vision statements and the Home's commitment to the high standard of services provided to the Jewish community and all stakeholders.

Mission Statement

To enhance the quality of life of the Jewish aged community, by providing an exceptional standard of service and care, and embracing the richness of Jewish culture and tradition.

Vision Statement:

To be the leader in the field of aged care. To develop, implement and promote best practice in all aspects of aged care by continuously reviewing and improving services and service delivery.

The Code of Conduct requires that everyone associated with the Home will:

- respect the dignity, culture and beliefs of all individuals in the Home
- respect the Jewish culture and support Residents to maintain cultural practices
- act with respect, courtesy and professionalism towards others
- act in a way that will maintain public trust and confidence in the Home
- support the health, well-being, informed decision-making and independence of the individual
- protect and maintain confidentiality of Residents, Staff and others
- act with integrity and honesty
- act in accordance with the Home's policies and Mission and Vision Statements
- support the processes for continuous improvement in the Home by providing input and feedback using the systems in place. For example, using the improvement logs or internal complaints/grievance processes
- support and encourage teamwork
- support the maintenance of a safe environment for Staff, Residents and Visitors in accordance with Occupational Health and Safety regulatory requirements