Friends Assistance Network

August 3, 2012

Project Summary

The purpose of this project is to establish resource tools to assist in volunteer recruitment at the Tiffin Developmental Center and other state developmental centers.

Project Goals

The goal is to develop resource tools to be utilized at Tiffin Developmental Center (TDC) and establish templates for a volunteer network program for the other state developmental centers. The project will include recommendations for distributing this template beyond TDC (Sharepoint)

Project Methodology

The team gathered information from the 10 other developmental centers to determine what was already in place for volunteer programs. Surveys were conducted to establish whether there was an interest or need for volunteer services and then analyzed. The team discussed and created resources that are needed for outreach to the community in order to be successful in accruing volunteers.

Resources developed:
* Color brochure
* 2:30 minute Video
* Templates for mission statement, definition of volunteer, procedures for applying, expectations and responsibilities of volunteers, and training for volunteers.

Project Team

For more information about this project, contact team members:

NAME	AGENCY	TITLE	EMAIL	PHONE
Tamera Bell	Dept. of Developmental Disabilities	QIDP	Tamera.Bell@dodd.ohio.gov	419-443-3165
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FRIENDS ASSISTANCE NETWORK

The Friends Assistance Network is a volunteer program developed to assist Tiffin Developmental Center and other developmental centers in the Department of Developmental Disabilities with locating volunteers to work with the individuals who reside in their homes.

The program is designed to open up new opportunities and learning experiences for individuals with developmental disabilities. Volunteers can offer their skills and share their interests to enhance the lives of the individuals both in their homes and in the community.

Volunteers can do a lot of things such as assisting with crafts, making cards and gifts for families, assisting with dances or community outings, teaching a unique skill or hobby etc. In addition, volunteers act as role models to demonstrate teamwork and interpersonal skills.

VOLUNTEER POLICIES

A policy for volunteers should be in place. Each agency may want to develop a policy specific to their facility but it is recommended that at least the following be considered for inclusion:

Mission of the agency

Definition of a volunteer

Procedure for applying to be a volunteer

Expectations and responsibilities of the volunteers

Training required for volunteers

POLICY FOR VOLUNTEER SERVICES

MISSION: To assure appropriate volunteer involvement with individuals in order to enhance services, promote community involvement and inclusion and develop an awareness of person with developmental disabilities.

DEFINITION: A volunteer is considered to be any person who provides, without compensation, services to enhance or expand programs and learning opportunities for individuals with developmental disabilities.

APPLICATION PROCESS: Each volunteer will complete an application and all pertinent paperwork, medical or background checks and training prior to engaging in activities with residents of the developmental center. *An exception to the need for completion of all training would be for volunteers assisting under staff supervision – such as for organized events like Special Olympics.

EXPECTATIONS AND RESPONSIBILITES:

Volunteers will be subject to a background check through the Bureau of Criminal Identification and Investigation and verification that they are not on the Abuser Registry before being assigned to assist the residents in engaging in activities or programming.

Volunteers must comply with all applicable federal and state laws, as well as all applicable policies and procedures of the agency.

Volunteers should not displace staff of the agency or be placed into any assignment for which payment or funding is available.

Volunteers are not entitled to any state benefits or compensation, to include but not be limited to, Worker's Compensation and retirement benefits.

Volunteers shall be responsible for maintaining the confidentiality of all private or privileged information to which they are exposed while serving as a volunteer.

Volunteers shall not be reimbursed for expenses such as meals.

All volunteers must sign in when arriving and prior to proceeding to their activity and sign out before they leave the facility.

If a volunteer needs to be absent from an activity where they have agreed to assist, a call to the facility coordinator for the activity is requested.

Any accident or unusual incident that occurs while the volunteer is assisting with an activity should be immediately reported to a facility staff person so the appropriate documentation and follow up can be completed.

TRAINING:

A general orientation will be provided that will include a tour of the facility and information regarding the needs of the residents. In addition, volunteers will receive training regarding maintaining confidentiality, methods of addressing unusual incidents and general knowledge regarding working with persons with developmental disabilities to include information regarding communication methods and behavioral intervention. Volunteer will also receive information about the Positive Intervention Culture that has been adopted by the Department of Developmental Disabilities in relation to all interaction with person with developmental disabilities.

INDIVIDUAL VOLUNTEER APPLICATION

Name: _____

Address: _____

City: _____State: _____Zip: _____

Daytime Phone: _____ Email: _____

Person to contact in case of emergency: (name and phone number) _____

_____

List qualifications, skills or interests applicable to working with persons with developmental disabilities: _____

_____

Previous volunteer service: _____

_____

_____

What type of volunteer work would you like to do? _____

_____

_____

When are you available? _____

_____

Have you ever been convicted of a felony or misdemeanor? Yes_____ No _____

Do you have a valid driver's license? Yes _____ No _____

Are you under the age of eighteen? Yes _____ No _____

List two personal references:

_____

Name Phone number

_____

Name Phone number

Other comments or information you would like to share about your interest or experience: _____

_____

_____

_____

Applicant's signature Date

GROUP VOLUNTEER APPLICATION

Name of your group: _____

Affiliation: (name of company, church, school etc.) _____

Name of Group Leader: _____Phone: _____

Group Leader Address: _____

_____

Number of persons in the group: _____

Is everyone in the group over the age of 18? Yes _____ No _____

Previous group volunteer experience: _____

_____

_____

Type of program your group would like to provide: _____

_____

When is your group available to volunteer? _____

_____

Other comments or information regarding your interest or experience: _____

_____

_____

_____

Group Leader's Signature Date

PERMISSION FOR OFF- CAMPUS ACTIVITY
Volunteer Services

All requests for off campus activities should be made at least 3 working days in advance

Date outing requested _____ Date of outing _____

Pick up time_____ Return time_____

Type of outing/activity_____

Location_____

Name _____Contact phone number_____

Name of individual(s)_____

Signature of QIDP or RCS_____

Transportation: If driving your private vehicle – complete the following:

Owner of vehicle_____ License number_____

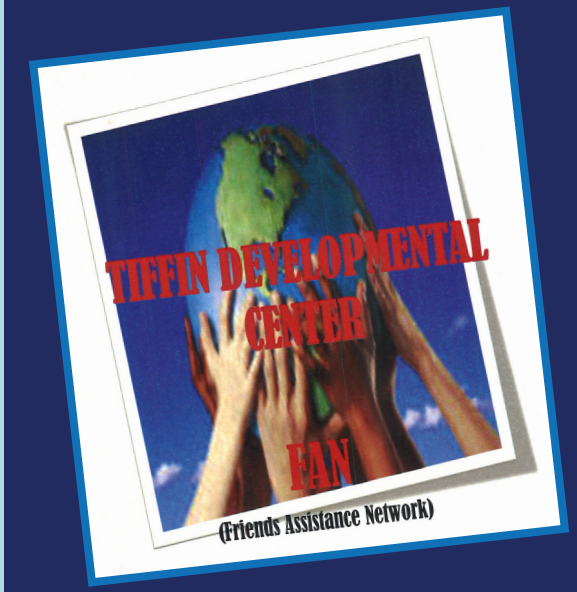
Vehicle make, model, year_____

Driver's insurance company_____

I UNDERSTAND THAT DURING THE OFF-CAMPUS OUTING/ACTIVITY, I AM ASSUMING FULL RESPONSIBILITY FOR THE SAFETY AND WELL BEING OF THE INDIVIDUAL(s). SHOULD THE SITUATION WARRANT, THE INDIVIDUAL WILL BE RETURNED IMMEDIATELY TO THE FACILITY.

Signature of
Volunteer:_____

OUR INDIVIDUALS ARE ALWAYS LOOKING TO ESTABLISH NEW FRIENDSHIPS



If interested and would like more information please contact Heather Geary at 1-419-443-3173 and Heather.Geary@dodd.ohio.gov

We invite you to share your talents with us.

- Art and Crafts
- Tutoring
- Athletics
- Cooking

Just sharing your time to partner with the staff here at TDC will make a world of difference.

Volunteer

Volunteer efforts can assist us in providing quality services and supports to persons with disabilities.

Whether assisting on a field trip, helping with a special event or providing a special activity, your volunteer services are welcome and truly make a difference in the lives of the unique individuals living at the center.

We also recognize that you have multiple demands in your daily life and appreciate the giving of your time and talent to our developmental center.

OUR MISSION

Our mission is to work together to provide a welcoming, safe home, and workplace. Enhancing the happy, healthy, and productive lives of each other through trust, caring interactions, encouraging choices, empowering potential, and promoting self-reliance to achieve personal goals.

TIFFIN DEVELOPMENTAL CENTER

The Role of A Volunteer

- Tiffin (TDC) is a state residential facility for the developmentally disabled. TDC is one of 10 state developmental centers that is also utilized as a regional resource to surrounding counties. Individuals living at TDC range from profound to mild levels of developmental disabilities. We provide vocational services through the Brubaker workshop and NorWesco Greenhouse.
- We are continually looking for local volunteers to assist with:
- Scheduled programs
- Activities including but not limited to , sensory processing, seniors programming, monthly religious services, pet therapy, our annual TDC 1-miler race, Special Olympics, Summer fest, season sports, holiday events and parties throughout the year.

In addition to these planned events the individuals would enjoy time spent with them:

- Playing table games
- Cards
- Reading books
- Playing video games
- Taking walks