

Volunteer steps & guide

- Step 1- If you are age 16 or older please complete a background Check W/ Sarah Guenther, you can ask for her at the front desk (503-675-6055) or email her at SEGuenther@Avamere.com. You will need a valid form of ID which can include a student ID.
 - Step 2- Complete volunteer packet & orientation with Mary (Life Enrichment Director: 541-525-8076)
 - Step 3- Review Volunteer binder and connect with your point person for the day.
 - Step 4- Remember to sign in when you start for the day and complete the daily log for the day before leaving. Your hours will not count if you have not signed in and out for the day.
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Guidelines & Expectations:

- ❖ Please pick a schedule and do your best to commit to it. This helps build a routine and helps us plan for the day. It also helps create good habits for the future. If something comes up and you need to change or skip a day feel free to **Text** or call Mary to let her know. If you are sick then of course there is no need to call in just let me know when you can. If you need a more flexible schedule that is ok, I just ask that you let me know 24 hours in advance of when you will be coming.
 - ❖ When you are here you should be spending time with the residents, whether that means an activity or just a 1:1. You should not be sitting watching T.V. or playing on your phone. If you are struggling to find something to do you can refer to the volunteer binder for ideas or ask any of the caregivers. They are happy to help. Also, please note you are not to be working on your journal (this is separate from our daily log) while here. This is to be completed on your own personal time (except for the mid-service evaluation that you are responsible to schedule on-site).
 - ❖ You should be wearing a name tag (available at the front desk) while here as well as a facemask while working closely with residents. This is to help prevent the spread of disease during flu/covid season. We will let you know if this changes at any time.
 - ❖ Please be respectful to our residents and our staff. Everyone comes from different backgrounds, beliefs, struggles and lifestyles. If anything or anyone is making you feel uncomfortable please reach out to either the Med Tech on Duty, Mary or Julie our Resident Nurse.
 - ❖ You are not to help with hands-on care such as transfers, feeding, watching the floor, Etc. You can push Wheelchairs if you are comfortable doing so. You can help set up for meals but can only assist with serving food if you have a food handlers' card (I will need a copy of it for my files if you do)
 - ❖ If you have any questions or concerns, please feel free and welcome to ask.
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Point of Contacts:

1st- check in with Med Tech on Duty for binder then with Caregiver if you need ideas or assistance. Here are your point people for each shift for questions and guidance besides the med Tech.

Sunday/Monday/Tuesday: Esme

Wednesday/Thursday: Paulina

Friday/Saturday: Serene
