



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 6.0

DEPARTMENT: *Volunteer Services*

SUBJECT: *Statement of Purpose*

APPROVAL DATE: November 2013

REVIEW DATE: March 2016; May 2017

REVIEW DATE: November 2019

REVIEW DATE: March 2015

REVIEW DATE: October 2018

REVISION DATE: November 2022

Page 1 of 2

PURPOSE:

The County of Elgin Homes recognize the importance and value of offering a formalized program of volunteer service. The volunteer program provides residents with enhanced quality of life while providing community members with an opportunity to share their valuable skills within the County of Elgin Homes.

PROCEDURE:

In accordance with the Ministry of Health and Long-Term Care, and in keeping with the policies within this manual, it is the purpose of the County of Elgin Homes to:

- Hire qualified individuals to be responsible for the supervision and maintenance of the County of Elgin Homes registered volunteer program.
- Conduct a formalized volunteer recruitment program.
- Ensure a thorough volunteer screening and intake process is completed for each incumbent volunteer, which meets Ministry of Labour, County of Elgin and Fixing Long-Term Care Act (2021) regulatory requirements.
- Provide detailed volunteer position descriptions, which outline the specific qualification requirements and position duties. Ensure that volunteer job descriptions are evaluated a minimum of annually.
- Ensure each registered volunteer receives a thorough orientation to the home, which meets Governmental regulations and County of Elgin Policies and Procedures.
- Maintain a confidential system of volunteer data management.
- Ensure volunteers receive an evaluation of service provision a minimum of annually.
- Provide a retention and recognition program for existing County of Elgin Homes registered volunteers.



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Page 2 of 2

- Ensure interprofessional collaboration and consultation with the County of Elgin Human Resources Department to ensure consistency in processes.