

# Longridge Aged Care

## *VOLUNTEER INFORMATION FOLDER*

*Volunteer's Name*

# Longridge Aged Care Orientation

<i>Induction Checklist</i>		Yes	N/A
1.	Welcome to Longridge	<input type="checkbox"/>	<input type="checkbox"/>
2.	Introduction & tour of the facility	<input type="checkbox"/>	<input type="checkbox"/>
3.	<u>All areas on checklist covered</u>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<u>Confidentiality &amp; signing of form</u>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Agreement	<input type="checkbox"/>	<input type="checkbox"/>
6.	Hours of work	<input type="checkbox"/>	<input type="checkbox"/>
7.	Job description, level of work performance.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<u>OHS issues and other responsibilities</u>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Line of command – Organisational structure and method of reporting problems	<input type="checkbox"/>	<input type="checkbox"/>
10.	Personal Hygiene	<input type="checkbox"/>	<input type="checkbox"/>
11.	Clothing and footwear for work	<input type="checkbox"/>	<input type="checkbox"/>
12.	<u>Procedure for reporting hazards, accidents, injuries and near misses</u>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is there any physical or medical reason that would impact on you working at Longridge Retirement Village? ..... .....	<input type="checkbox"/>	<input type="checkbox"/>
14.	Longridge's smoking policy	<input type="checkbox"/>	<input type="checkbox"/>
15.	Has the following information been obtained?		
	a. <u>Tax File Number</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. <u>Superannuation Form</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	c. <u>Bank Account Details</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	d. <u>Personal Details</u>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Location of Policy Manuals, OHS Manual	<input type="checkbox"/>	<input type="checkbox"/>
17.	Emergency procedure / evacuation policy	<input type="checkbox"/>	<input type="checkbox"/>
18.	NURSE CALL SYSTEM Operation	<input type="checkbox"/>	<input type="checkbox"/>
19.	Fire system ~ location of fire switch board	<input type="checkbox"/>	<input type="checkbox"/>
20.	Location of First Aid Kits / FIRST AID Officer	<input type="checkbox"/>	<input type="checkbox"/>
21.	Manual Handling / Fire Training	<input type="checkbox"/>	<input type="checkbox"/>
22.	Location of keys / locking up procedure	<input type="checkbox"/>	<input type="checkbox"/>

# Longridge Aged Care

## VOLUNTEER / WORK EXPERIENCE/STUDENT AGREEMENT

*Between*

Longridge Retirement Village

*Of*

Attiwill Street NARACOOORTE SA 5271

***And***

.....

*Of*

.....

This agreement is between “Longridge Aged Care” and the above named person, who is prepared to provide their service as a volunteer/work experience/student.

Volunteers/Work Experience Students will be afforded the same respect as a paid employee under an award.

It is expected that the student will also act in a manner that is respectful and courteous.

A confidentially form will be signed as part of this agreement.

The time that is required by the volunteer/work experience/student will be by mutual agreement with the orientating staff member.

**LONGRIDGE AGED CARE RESERVES THE RIGHT TO DISPENSE WITH THE SERVICES OF A VOLUNTEER/WORK EXPERIENCE/STUDENT AT ANY TIME**

.....  
DATE

.....  
VOLUNTEER/STUDENT SIGNATURE

.....  
VOLUNTEER/STUDENT EMPLOYEES NAME

.....  
STAFF SIGNATURE

.....  
STAFF MEMBER NAME

# Longridge Aged Care

## VOLUNTEER SERVICES JOB DESCRIPTION

### TASKS MAY INCLUDE

- ◆ Preparation of the environment
- ◆ Provision of emotional support/listening
- ◆ Introduction of new residents to an activity
- ◆ Responsible for assisting with transporting residents to and from the activity
- ◆ Responsible for assisting with the tidying and cleaning up after an activity

### PERSONAL ATTRIBUTES

- ◆ Genuine interest, in people and other issues
- ◆ Warm empathetic approach to people
- ◆ Reliable, caring, sensitive, positive attitude

### SKILLS AND KNOWLEDGE

- ◆ Ability to communicate effectively with others
- ◆ Knowledge of dementia or prepared to learn about the problem
- ◆ Understanding of issues related to Aged Care
- ◆ Ability to recognise own limitations and to refer problems to appropriate persons
- ◆ Ability to take direction from staff

### REQUIREMENTS OF THE POSITION

- ◆ Willingness to recognise Residents Rights and Choices
- ◆ Willingness to accept the requirements of the Confidentiality Agreement set out by Longridge Retirement Village, and abide by them
- ◆ Willingness to advise the Lifestyle Coordinator if unable to attend duties on a designated day
- ◆ Willingness to communicate issues of concern, including Occupational Health and Safety issues etc
- ◆ Willingness to comply with Occupational Health and Safety Policies and Procedures
- ◆ Report any possible hazards/incidents in the workplace
- ◆ Assist and report any near misses and assist with the investigation of any incidents or accidents to staff or residents
- ◆ **Willingness to accept a review of volunteer role after initial six weeks**
- ◆ Willingness to participate in an Annual Performance Appraisal

### ORGANISATIONAL RELATIONSHIP

- ◆ Reporting to Lifestyle Coordinator

**LONGRIDGE AGED CARE RESERVES THE RIGHT TO DISPENSE  
WITH THE SERVICES OF A VOLUNTEER/WORK EXPERIENCE/STUDENT AT ANY TIME**

*I have read and understood the above*

.....  
*Volunteer Signature*

.....  
*Date*

# Longridge Aged Care

## CONFIDENTIALITY

This document applies to all persons who are employed by or who have been granted permission to use the facilities of Longridge Retirement Village. It covers all paid staff, volunteers and students. An essential requirement of employment or of permission to visit the Hostel is that utmost confidentiality is observed in respect of the personal details of Residents. Personal information relating to any Resident obtained in the course of employment or visits to the Hostel shall not be divulged, other than that which may be required by law.

Personal information includes:

- a) Directly advising persons, other than those associated with the care or treatment of the Resident, or members of the Resident's immediate family of a Resident's admission to the Hostel.
- b) Discussing a Resident's diagnosis, prognosis or treatment with anyone except the other members of the care team in the course of the Resident's management.
- c) Providing persons other than immediate family members of the resident's management.
- d) All questions relating to Resident Care are to be directed to the Director of Care or relieving supervisor and under no circumstances should other staff participate in conversations with members of the community on this subject, either specifically or in general.

Any breach of confidentiality will result in immediate withdrawal of privileges and permission to attend the Hostel in the case of volunteers and students, and will in itself be grounds for suspension in the case of paid staff.

I have read and understand the contents of this document.

.....  
NAME

.....  
SIGNATURE

.....  
STAFF

.....  
STAFF SIGNATURE

.....  
DATE

# Longridge Aged Care



## Our Mission

To deliver best practice aged care services supporting individual residents' rights, dignity and care needs.

## Our Vision

Is, to continue to be  
A recognised leader in aged care

# Longridge Aged Care

## *CODE OF DRESS ~ PERSONAL APPEARANCE*

The dress code for all staff at Longridge Aged Care has been selected by the staff, accepted and admired by residents and agreed to by Management. We hope that the Volunteers can adhere to this but all we ask is for Volunteers to wear **Neat Casual Dress**.

HAIR                      Long hair to be tied back away from face and preferably worn up.

FOOTWEAR              Closed in shoes with non-slip soles, which comply with Occupational Health & Safety requirements, must be worn.

# Longridge Aged Care

## PERSONAL DETAILS

*(Volunteer)*

Name ( <i>Given Names</i> )	
<i>(Surname)</i>	

Address	
	Postcode

Date of Birth	
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Phone Number (Home)	
(Fax)	
(Mobile)	

Position (Area)	
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Commencement Date	
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