

North West Residential Support Services Inc.
Recruitment
GUIDELINES FOR EMPLOYEES-VOLUNTEERS-STUDENTS

Number: <2>
Effective From: <September> <2017>
Replaces: <1>
Review: NWRSS Board
Contact: Neal Rodwell, General Manager
Review Date: <January> <2018>

Volunteers and students must adhere to the guidelines, policies and procedures outlined in the Recruitment Package and Orientation-Induction-Performance Check List supplied at the commencement of the placement.

Volunteers and students are not to:

- Administer medication
Rationale: Special training is required
- Participate in or observe the provision of personal care for any of the people being supported
Rationale: For reasons of privacy, confidentiality and dignity
- Be alone with any of the people we support
Rationale: For reasons of safety
- Read personal information about the people we support such as that found in Life Enrichment Journals
Rationale: For reasons of privacy, confidentiality and dignity

Privacy and confidentiality are of the utmost importance. The breaking of these requirements could result in the termination of your involvement with us. Questions dealing with a client's personal and private matters must be referred to the supervisor.

Support workers are responsible for making sure that volunteers and students adhere to these guidelines.

I..... have read and agree to these conditions.

Signature:.....Date:...../...../.....

Supervisor:.....

Signature:.....Date:...../...../.....