



HOW TO BECOME AN ADULT VOLUNTEER

Welcome, and thank you for your interest in volunteering with Casa Colina. We appreciate the support and contributions volunteers make to our organization.

The “Casa Colina Family” is comprised of many members and the volunteers at Casa Colina are very special. You will become part of a team that takes pride in the way we serve our community. Offering excellent healthcare and concern to our patients and their family members in a professional, friendly and courteous manner is of the utmost importance to us. If you join us, you will represent Casa Colina and we know you will set a good example.

Following, is the process to becoming a volunteer. This process must be completed within one month of your attendance at orientation. We hope you will enjoy volunteering at Casa Colina.

- The completed application is to be returned to the Human Resources Department via US Mail or hand delivered. Human Resources will review and determine if the volunteer meets the requirements.
- Once, the application has been turned into Human Resources, the potential volunteer must attend an orientation. Orientation dates will be emailed to the volunteer approximately two weeks before the orientation.
- At the orientation the volunteer will receive the first TB test.
- The volunteer will return to Casa Colina within 24-72 hours of orientation to have the TB test read.
- Once the TB test is cleared the volunteer can return to Human Resources to receive his/her badge, volunteer assignment and purchase the volunteer jacket.
- Additionally the volunteer will be responsible for receiving a second TB test once the volunteer assignment begins (this is required by the Department of Health and Casa Colina policy due to the high incidence of TB in our geographical area).

Casa Colina volunteers are required to volunteer a minimum of 6 months and 100 hours. Volunteers must work a minimum 1 hours per week.

VOLUNTEER APPLICATION
ADULT VOLUNTEER

Today's Date _____

Name _____

Address _____ Apt# _____

City _____ State _____ Zip _____

Home # _____ E-mail _____

Work # _____ Work Extension _____

Driver's License # _____ Cell/Pager # _____

How were you referred to Casa Colina Centers for Rehabilitation? _____

Employment History

Current:

Position/Title _____

Company Name _____

Supervisor's Name _____ Phone Number (____) _____ - _____

Dates of Employment _____

Previous:

Position/Title _____

Company Name _____

Supervisor's Name _____ Phone Number (____) _____ - _____

Dates of Employment _____

Position/Title _____

Company Name _____

Supervisor's Name _____ Phone Number (____) _____ - _____

Dates of Employment _____

Vocational and/or Special Trainings: _____

Educational History

Current:

Study Emphasis _____ School _____

Highest Grade Achieved _____ Degree/Certificate? _____

Dates of Attendance _____

Previous:

Study Emphasis _____ School _____

Highest Grade Achieved _____ Degree/Certificate? _____

Dates of Attendance _____

References

Name _____ Relationship _____

Phone Number (_____) - _____ Years Known _____

Name _____ Relationship _____

Phone Number (_____) - _____ Years Known _____

Name _____ Relationship _____

Phone Number (_____) - _____ Years Known _____

Special Skills/Experience

Special Skills and/or Knowledge: _____

Hobbies and Interests: _____

Community and/or Club Affiliations: _____

Previous Volunteer Experience: _____

Reason(s) For Volunteering: _____

Events For Which You Would Like To Volunteer (please list names and dates): _____

1. Do you speak any language(s) other than English?

Yes

No

Language(s): _____

- 2. If yes, would you be willing to act as a translator while on duty as a volunteer? Yes No
- 3. Is volunteer work a requirement for school credits? Yes No
- 4. Do you have any physical disability/condition which may interfere with your work? If yes, explain: _____

- 6. Do you require any special accommodations? Yes No
If yes, please describe: _____

Emergency Contact

Emergency Contact Name _____ Relationship _____
Home # _____ Alternate # _____

Photo Release

I hereby give my authority to Casa Colina to photograph me and use the photos for educational and/or commercial purposes, such as human-interest stories, advertisements, promotions, etc., at the discretion of the corporation.

Date: _____ Signed: _____

Volunteer Expectations

If accepted as a volunteer, I understand that my services are donated to Casa Colina without contemplation of remuneration or future employment.

Date: _____ Signed: _____

Background

Have you ever been convicted of, plead guilty or nolo contendere to a crime? Do not identify traffic infractions, or misdemeanor marijuana convictions occurring more than two years ago, or convictions for which the criminal record has been expunged, sealed, or eradicated, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court. Yes No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case(s).

No applicant will be denied the opportunity to volunteer solely on the grounds of the conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applies may, however, be considered.

I hereby certify that the above is true and complete to the best of my knowledge. I realize that this information is confidential and may be used to determine my eligibility to volunteer in Centers for Rehabilitation, Inc. to make inquiry to my physician regarding the state of my health. The name and address of my physician are provided above.

Date: _____ Signed: _____



CONFIDENTIALITY AGREEMENT

It is likely that your volunteer work assignments may involve or expose you to work of a confidential nature. In some or all of its aspects, your volunteer work may involve contact with trade secrets and confidential information of Casa Colina, or confidential information which has been entrusted to us regarding our patients, clients, residents, employees, volunteers or vendors.

You are expected to protect the interests of Casa Colina and our patients, clients, residents, employees, volunteers or vendors by not disclosing to anyone who does not have a legitimate need to know, any information that is considered as trade secrets or other proprietary information of Casa Colina or our vendors, or confidential information of our patients, clients, residents, volunteers, or employees. Information which we may consider trade secrets, confidential or proprietary includes:

- Information about patients, clients, residents, employees, volunteers or vendors;
What is 'individually identifiable health information' or protected health information'?
Any health information relating to a person's health, care received or payment for services. This includes diagnosis, treatment received or prognosis. It also includes demographic information, such as, name, address, social security number, medical record number, zip code, phone number, etc. It includes protected health information in any form, including written, oral, or electronic.
- Information about current or future program or product design (other than that which is typically shared during market or sales efforts);
- Financial data (of Casa Colina, patients, clients, residents, employees, volunteers or vendors);
- Marketing strategies;
- Prototypes, plans, designs or blueprints (i.e., plan or proposal for expansion or curtailment of operations, mergers, acquisitions or joint ventures, as well as information relating to increasing or decreases in business, unusual management developments, litigation or purchases or sales of substantial assets).
- Technological data or prototypes, computer software and/or programming codes (i.e., all communication systems, including electronic mail, internet, voice mail, phone system); and,
- Any information that may be used by competitors against us or our patients, clients, residents, employees, volunteers or vendors.

As a condition of your volunteer service, you agree that you will not, except as required in the conduct of Casa Colina's business or as authorized in writing by the President/CEO of Casa Colina, disclose, either during the time you provide volunteer services, or any time thereafter, any trade secret or confidential information relating to Casa Colina, our patients, clients, residents, employees, volunteers or vendors that you may in any way acquire by reason of your volunteer service by Casa Colina, including the identity of current and prospective patients, clients, residents, employees, volunteers or vendors.

The confidentiality of all patients, clients, residents, volunteers and employees shall be maintained at all times by all personnel and volunteers. Discussions concerning a patient's, client's or resident's condition or other related information shall take place in treatment areas or private areas, and only with those people involved in care of the individual(s).

You are expected to respect the confidence and trust placed in us by our patients, clients, residents, employees, volunteers or vendors by keeping their information confidential. The professional relationship between each patient, client, resident, employee, volunteer or vendor and Casa Colina requires that there be no disclosure of information about the affairs of either party to others. This includes responses to inquiries from salespeople, the press, contractors, other companies or the public. Should anyone make inquiries about our relationship with, or the affairs of a patient, client, resident, employee, volunteer or vendor, immediately report the inquiry to the Foundation office or the person supervising your work. Violations to medial privacy laws will result the organization with administrative penalties.

To further protect the interests of Casa Colina, you must secure permission from the Foundation Director, before making a public presentation as a representative of Casa Colina.

By signing below, I hereby agree to abide with all legal policies and practices of Casa Colina, Inc. and Subsidiaries, including the confidentiality agreement.

Date

Signature



Volunteer Application – Medical Questionnaire

Today's Date _____

Name _____

Address _____ Apt# _____

City _____ State _____ Zip _____

Home # _____ E-mail _____

Work # _____ Work Extension _____

Driver's License # _____ Cell/Pager # _____

Date Of Birth _____ Height _____ Weight _____ Male Female

Date of last tetanus shot: _____ Date of last tuberculosis test: _____ Result: _____

How were you referred to Casa Colina Centers for Rehabilitation? _____

5. Do you have any food allergies or dietary restrictions? Yes No
6. Are you currently under the care of any medical specialist or doctor? Yes No
7. Are you currently taking *any* medications? Yes No

Have you experienced any of the following? Please check all that apply.

- | | | |
|--|--|--|
| <input type="checkbox"/> Allergies-Any | <input type="checkbox"/> Ear Perforation | <input type="checkbox"/> Kidney Stones/Infection |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Ear/Throat Infections | <input type="checkbox"/> Knee/Joint Conditions |
| <input type="checkbox"/> Asthma/Respiratory Problems | <input type="checkbox"/> Fainting/Blackouts | <input type="checkbox"/> Lung Disease |
| <input type="checkbox"/> Back Conditions | <input type="checkbox"/> Headaches | <input type="checkbox"/> Seizures/Convulsions |
| <input type="checkbox"/> Bowel/Urinary Issues | <input type="checkbox"/> Heart Defect/Disease | <input type="checkbox"/> Shortness Of Breath |
| <input type="checkbox"/> Chronic Colds or Cough | <input type="checkbox"/> Hemophilia | <input type="checkbox"/> Skin Infections |
| <input type="checkbox"/> Communicable Disease | <input type="checkbox"/> Hernia/Ruptures | <input type="checkbox"/> Surgeries |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> High Blood Pressure | <input type="checkbox"/> Tuberculosis |

If you answered, "Yes" to any of the questions above or if there are conditions not listed, please elaborate on the next page or on the back page including date[s] of occurrence.

Please complete all information below as it is necessary for us to have should you require medical care.

Health Insurance Company _____ Policy Number _____
Personal Physician _____ Physician's # _____
Physician's Address _____
Emergency Contact Name _____ Relationship _____
Home # _____ Alternate # _____

- If the volunteer is under 18 years of age, the signature of a parent, spouse or legal guardian is required.
- Volunteers, while on duty, are covered by liability insurance.

Consent For Treatment

1. IN CASE OF EMERGENCY, the UNDERSIGNED authorizes Casa Colina staff and personnel to provide such medical assistance as they determine to be necessary. The UNDERSIGNED authorizes any licensed physician and/or medical facility to provide any medical/surgical care and/or hospitalization for the participant, including anesthetics, which they determine necessary or advisable, pending receipt of a specific consent from the UNDERSIGNED. The UNDERSIGNED authorizes necessary care by paramedics.

Date: _____ Signed: _____

2. I hereby certify that the above is true and complete to the best of my knowledge. I realize that this information is confidential and may be used to determine my eligibility to volunteer in patient areas. I authorize Casa Colina Centers for Rehabilitation to make inquiry to my physician regarding the state of my health. The name and address of my physician are provided above.

Date: _____ Signed: _____

Use this space or the back for additional information or explanations:



ACKNOWLEDGEMENT AGREEMENT

I _____, have read and acknowledge the requirements and expectation of my duties as a volunteer. I understand and agree that I must volunteer a **minimum of 100 hours and 6 months** with Casa Colina. I further understand that I must volunteer a minimum 1 hour per week.

Name: _____

Signature: _____ Date: _____

**IF THE VOLUNTEER IS UNDER 18 YEARS OF AGE A PARENT OR
GUARDIAN MUST ALSO SIGN:**

Parent/Guardian Name: _____

Signature: _____ Date: _____

Casa Colina will not sign-off on any hours or complete any school required paperwork if this agreement is not fulfilled