



Volunteer Program

The primary function of a volunteer at The Settlement Home (The Home) is to serve as a role model for the children placed in our care. A qualified volunteer will demonstrate values such as honesty, dependability, and respect for self and others. Volunteers will be provided details of the particular services to which they have committed after approval of their application.

Individual Mentors

- Build a corrective, therapeutic relationship with one child for a one year commitment
 - Be available 6-8 hours per month during evenings and weekends
- *Male volunteers are not permitted to serve as one-on-one-volunteers

Cottage Volunteers

- Work under the supervision of the cottage supervisor and staff at one of our cottages to provide assistance to residents, assist with leading recreation, and/or help with daily routine activities

School Volunteers

- Work under the supervision of the teachers and education staff in our on-campus school to provide assistance to designated students
- Work one-on-one with children to assist them with their academic classroom work
- Participate in classroom group activities or field trips, serving to help designated students to manage themselves in a positive, successful manner
- Help provide encouragement and positive reinforcement to students struggling to be successful in the classroom
- Help promote a positive learning environment by focusing on academic tasks and designated student goals

Recreational Volunteer

- Lead a recreation or health & fitness class
- Teach music lessons
- Teach a summer recreation class
- Work with a group of children as a cottage volunteer to help with meal times, recreation, homework and bedtime routines

Volunteer opportunities for groups

- Support Garage Sale events such as sorting donations in the warehouse on Monday mornings, assisting with move out event, setting up and working at event in November
- Assist with holidays, special events and parties throughout the year
- Sponsor a group of children for the holidays
- Team-teach a summer recreation or education class
- Teach a vocational series class for older teens
- Host a cultural event or dinner at The Settlement Home
- Provide childcare for toddlers and school age children at foster parent trainings



VOLUNTEER APPLICATION FORM

Name _____ Date _____ Sex _____ DOB _____
 First Middle Last

Address _____
 Street City State Zip

Primary Phone Number _____ Email Address _____

Current Employer _____

Special skills, trainings, interests or hobbies (counseling, crafts, music, drama, sports, etc.) _____

Previous or present volunteer positions _____

What type of volunteer position interests you? _____

Please check your preferences:

_____ Individual Mentor _____ Cottage Volunteer _____ School Volunteer
_____ Recreational Volunteer _____ Group Activity Volunteer

Current Availability:

I prefer weekdays _____ or weekends _____.

Number of hours available per week _____ or per month _____.

Transportation:

Do you have a vehicle? YES / NO Do you have liability insurance? YES / NO

Vehicle make and model: _____ License Plate Number _____

Would you be willing to use your car to transport children in your volunteer role? YES / NO

Certifications:

First Aid: YES / NO Child and Adolescent CPR: YES / NO

Do you have friends/family who work/live at the Settlement Home? YES / NO If yes, who? _____

How did you learn about The Settlement Home? _____



In case of emergency, notify: _____
Name Relation to you

Address Phone

Is there anything else you would like us to know? _____

ADDITIONAL INFORMATION

Have you had a Tuberculosis test within last 12 months? _____ Date _____

Have you ever been convicted of any felony or misdemeanor, or violation of the Texas Controlled Substances Act? _____

Texas Law requires us to request from the state a criminal history check on all persons we assign to work directly with the children. Will this create any problems for you? YES / NO

Why are you interested in volunteering with The Settlement Home? _____

What are your strengths in connecting with others? _____

ADDITIONAL FORMS TO BE TURNED IN WITH APPLICATION

- Copy of valid Driver's License
- Copy of Social Security Card
- Completed Background Check Request Form
- Completed Driving Record Request Form
- Photography Release

AFTER APPLICATION APPROVAL

- Orientation
- Drug Screening
- TB Test (if needed)



CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

Any information regarding residents of The Settlement Home is strictly confidential. No information about the resident is to be divulged to persons outside The Settlement Home except as it directly relates to the care and treatment of the child (i.e. communication with local schools, community agencies involved with the resident or her family, hospitals, physicians, and other medical personnel involved, etc.).

At times residents will want a particular staff member or volunteer to promise to keep information secret from other employees of The Settlement Home. It is important for the staff to understand that any information revealed to one staff or volunteer will be shared with other staff such as houseparents, therapists, etc., for the purpose of strengthening the resident's treatment.

Purpose:

To establish standards and guidelines to safeguard confidential resident information at The Settlement Home. This includes the creation, receipt, use, maintenance, disclosure and access of confidential resident data and our organization's response to a breach of confidential information.

Volunteers must not store confidential data (including resident information and photographs) on portable computing devices (laptops, USB devices, etc.) that can be accessed in a public space. Volunteers are encouraged to have password protection on all computing devices.

Email:

Volunteers frequently communicate with Settlement Home staff via email. Volunteers should review the following:

- Before sending email about a resident, confirm the recipients' email addresses and ensure that email is the best way to send confidential information.
- Email passwords are considered confidential and are not to be shared with or disclosed to anyone.

Internet Use:

The Settlement Home confidential or proprietary information should not be disclosed on the Internet.

Social Media:

When engaging in social media, you must maintain the confidentiality of The Settlement Home's business and private or confidential information related to Settlement Home residents. You must always remember that information concerning Settlement Home children is confidential, and protected from disclosure under both state and federal law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act of 1974 (FERPA). You should therefore avoid ever referring to any individualized information about a Settlement Home child or children on social media. Do not post personally identifiable information or photographs of the children served by The Settlement Home. Posting information about The Settlement Home children which is either sensitive or confidential is strictly prohibited. Exceptions to this policy only occur if permission is obtained in writing from the resident's guardian and the appropriate Program Director has been informed.

Destruction and Disposal of Confidential Information

Confidential resident information must be destroyed in a secure fashion that protects against any reasonably anticipated threats or hazards to the security of the confidential information. All paper copies of confidential information must be disposed of in a manner to ensure that it is unreadable or undecipherable by using a manual shredding machine or by placing in the organization's secured shred containers. A separate and clearly designated shred container must be used when temporarily collecting confidential papers that are to be disposed.



Breach of Confidential Information- Procedures

Upon discovery of a breach of confidential resident information, The Settlement Home's Privacy Official (or Executive Director if not available) should be immediately notified. The person who discovered the breach or was responsible for the breach should be prepared to provide information about the incident including a description of the breach, how it occurred if known, types and amount of confidential information involved and names of residents affected.

The Settlement Home's designated Privacy Official will be responsible for making the initial report and formal notice report to HHS within the required time frames as outlined in the HHS Data Use Agreement (DUA) and will serve as the single point of contact with HHS.

Our organization will conduct a risk assessment and complete a full investigation in response to the breach as outlined in the HHS Data Use Agreement. We will cooperate with Health and Human Services (HHS) agencies or federal inspections, audits or investigations related to compliance with the HHS DUA or applicable laws.

Thank you for completing this information for us and for being interested in our work with the children of the Settlement Home. Please return to:

Program Support Coordinator (512) 836-2150
The Settlement Home email: volunteer@settlementhome.org
1600 Payton Gin Road www.settlementhome.org
Austin, Texas 78758



The Settlement Home Confidentiality Agreement for Volunteers

I have been provided with a copy of the information titled **The Settlement Home Confidentiality Agreement for Volunteers** and agree to comply with the policies and procedures outlined herein.

I understand that disciplinary action, up to and including termination, may be taken in the event of noncompliance with these policies.

Signature

Date

Volunteer Name (Print)