

VOLUNTEER INFORMATION

Please specify which volunteer opportunities you are interested in: _____

Please specify which service location(s) you are interested in: _____

Please specify the days or hours you would be available: _____

In order to publicly thank our volunteers, El Nido sometimes prints their names (no other information) in newsletters and other publications. Please check this box if you would NOT like to be recognized this way.

VOLUNTEER STATEMENT

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by El Nido unless I have indicated to the contrary. I release all parties and persons from any and all liability for any damages that may result from furnishing such information to El Nido as well as from the use or disclosure of such information by El Nido or any of its agents, employees, or representatives. As a volunteer, I agree to conform to the rules and standards of El Nido. I further agree that my status as a volunteer can be ended at any time, either at my option or at the option of the El Nido.

VOLUNTEER CONSENT:

I agree that El Nido Family Centers may conduct a routine background check using the references listed above, as well as a formal background check that will include: social security, motor vehicle record, national and state criminal database, and state sexual offender registry. I understand that I will be expected to present my auto insurance identification card (if applicable) and driver's license (or photo I.D.) at the time of my interview. I understand that copies will be made of both items and kept on file at El Nido Family Centers.

I understand that if El Nido Family centers receives information, after beginning my volunteer duties, that I am using illegal substances, I have participated in criminal behavior of any kind, I am breaking a significant program rule, or provide information during the application and/or screening process that has been found to be false or incomplete, my continued participation in the Volunteer Program may be terminated.

I understand that El Nido Family Centers has an expectation that volunteers refrain from engaging in any unlawful or inappropriate substance use. I understand El Nido Family Centers also requires that volunteers conduct themselves professionally at any time.

I understand, that as an El Nido Family Centers volunteer, I am volunteering and will not receive the benefits generally expected in an employee-employer relationship.

By signing below, I attest to my understanding and agreement to the above polices and the truthfulness of all the information listed on this application.

Signature

Date

Print Name



VOLUNTEER PROGRAM -- POLICY STATEMENT

Purpose of the ENFC Volunteer Program

The ENFC enlists the assistance of volunteers to provide useful needed and useful programs, goods and services to El Nido's clients, staff and management. While undertaking to use community volunteers to assist in various important ways in El Nido's programs, we strive to afford each volunteer with a clearly organized and meaningful role or set of tasks, allowing him or her to appreciate the value of what each offers from the goodness of the heart, and to understand how their contribution meaningfully assists El Nido and the community.

Role of Board Volunteer Committee

El Nido's Volunteer program is under the supervision of a joint Board/Staff committee. The committee oversees recruitment and training of volunteers, their allocation to various duties and roles within the broad El Nido organization. The committee periodically reviews the functioning of the volunteer program to assure it meets the needs of El Nido and its clients, that it operates within the policy guidelines set out for the protection of El Nido and volunteers, and offers a rewarding experience to those who volunteer their time and expertise.

Role of the Program Manager or on-site Volunteer Coordinator

Due to the fact that El Nido has offices throughout Los Angeles county, and multiple programs in each office, volunteers are assigned to a specific program manager at one El Nido office. This individual is responsible for orienting the volunteer to the specifics of the position he or she will fill, scheduling the hours of participation, ensuring that the volunteer has completed the necessary registration and, as needed, background check. The program manager will ordinarily be the volunteer's primary contact, and ensure that meaningful participation is organized.

Role and Responsibilities of the Volunteer

The volunteer is expected to responsibly contribute to the mission and programs of El Nido. He or she is to communicate openly with the program manager about all responsibilities, questions or matters of concern. Ethics and commitment are the key, keeping confidentiality as needed, putting client well being uppermost at all times, being responsible in preparation and attendance, and using his or her skill and dedication for the benefit of El Nido and its clients, while avoiding any situations of real or perceived conflict of interest.

Each volunteer is required to:

- Register as a volunteer, filling out required forms, and in instances where client contact is anticipated, undergoing background security checks (known as Live Scan).
- Participate in an orientation to El Nido, its volunteer policies, the particulars of the position they will be filling, and the ethical burden on El Nido volunteers.
- Maintain the Confidentiality of all client information. Information on particular clients may not be shared with anyone other than the program manager.
- Maintain the highest standard of ethics when dealing with El Nido clients and staff. Particulars of the ethical standards are spelled out in detail in the ethics statement that each volunteer is asked to read and sign. Clearly, relationships that benefit the volunteer, or compromise the client, must be avoided. Gifts to clients outside the bounds of the policy may not be given.

What the Volunteer Can Expect

El Nido, its Board, volunteer committee, staff, clients and communities served are grateful for volunteer assistance. Volunteers, through their dedication, allow at-risk youth and families to build strong futures, and help communities sustain and nurture those in need. El Nido volunteers will be treated with respect, their contribution will be valued, expectations for their participation will be clearly spelled out, and any emerging issues about the quality of their volunteer experience will be dealt with timely by the program manager and volunteer committee.

Signature

Date

Print Name



VOLUNTEER CODE OF ETHICS

El Nido Family Centers (El Nido) provides social services to children, youth, and families throughout Los Angeles County. We strive to establish an atmosphere of caring and respect for every individual and family.

This code delineates rules of ethics for volunteers of El Nido Family Centers.

This code recognizes that personal dual relationships increase the risk of harm to or exploitation of clients. A dual relationship is one in which the volunteer is concurrently participating in two or more roles categories with a client. Such dual relationships may be benign (as when both are members of the same social group) or exploitive (a sexual relationship). The prohibition of dual relationships applies, regardless of any mutual agreement between a volunteer and a client.

In the document, “volunteer” refers to any unpaid person working in cooperation with El Nido staff at any of El Nido’s locations or in the field. “Client” refers to any individual who is receiving services or has received services in the past two years from any El Nido program.

“Services” are those activities provided to clients of El Nido with the intent of assisting the person to improve his or her overall functioning and/or well-being.

In addition to performing specific duties, volunteers are expected to evaluate their own strengths, limitations, biases, and levels of effectiveness, as well as to respect the rights, views, and positions of other volunteers or staff members and El Nido clients. Volunteers understand that sensitive issues discussed at meetings should be held in confidence.

Nothing in this Code is intended to supersede or in any way conflict with the Code of Ethics for other professionals or business to which individuals must adhere.

1. All information regarding a client that is obtained in the course of providing services shall be held in the strictest of confidences by all volunteers. In addition to personal history, this includes information such as the names of persons receiving professional services (past or present) from any El Nido program. Written or oral requests for information from law enforcement or the court system must be referred immediately to either the Program Director or the Executive Director.
2. Volunteers of El Nido will not engage in social relationships with clients who receive professional services from any of our programs. Social relationships include, but are not limited to, eating meals off premises together, transportation that is not agency-related, or engaging in any other activity that is not part of the volunteer’s regular work duties.

3. Volunteers of El Nido are not to engage in any activity that could be considered personal. Such activities include dating and relationships that are sexual or romantic in nature, even when agreed upon by both parties. Section 2 of this code applies for two years after the client has ceased receiving professional services from El Nido, at a minimum.
4. No volunteer of El Nido shall employ, hire on a part-time basis, or otherwise engage for money or barter or without compensation any person receiving services from any El Nido program or any person who has received El Nido services in the past two years.
5. Volunteers may not give or loan either money or material goods to clients. Volunteers may not receive money or material goods/gifts from clients.
6. Volunteers will treat all persons with respect and dignity. Volunteers will not deliberately harm a client, either physically or psychologically. Volunteers will not verbally assault, ridicule or demean anyone seeking services or assistance from El Nido.
7. Volunteers will respond professionally to the needs of the client by taking the appropriate action in regard to the unethical behavior of a colleague. Once a volunteer becomes aware of a possible violation of the Code, he or she must discuss the issue with the director of his or her program and the Assistant Director.

I understand El Nido Family Center's Code of Ethics and promise to abide by its rules and spirit.

Signature

Date

Print Name

VOLUNTEER CONFIDENTIALITY AGREEMENT

I agree not to divulge any information or client records regarding persons who are receiving services or other assistance from El Nido Family Centers or who are otherwise involved in my volunteer services. I recognize that unauthorized release of confidential information may make me a subject to a criminal action.

1. Client Records

Client records are strictly confidential and are disclosed only to the client, unless a valid subpoena is presented.

2. Information

All employees and volunteers must protect each client's right to privacy with respect to information sought or received, and services provided.

Volunteer Responsibility

All employees and volunteers are required to protect each client's right to privacy. This applies to records kept for the purpose of identifying clients as well as materials presented solely for reference purposes. Volunteers working at any El Nido Family Centers location must sign and adhere to this policy of confidentiality.

Client records are strictly confidential and are disclosed only to the client or parent or legal guardian of a minor who is a client, unless a valid subpoena or warrant is presented. If a subpoena or warrant is presented, a supervisor should be notified immediately. Volunteers who are granted access to the organization's online computer system in the course of their work are asked to strictly maintain the privacy of all clients by not divulging any personal information to anyone other than organization personnel.

As an El Nido Family Centers volunteer, I understand and agree to the "Confidentiality Policy" as described above. I also understand that violating this policy may result in possible dismissal from my volunteer position with the organization.

Signature

Date

Print Name

VOLUNTEER LIABILITY WAIVER

I acknowledge that I will be performing volunteer services for El Nido Family Centers (El Nido), a non-profit social service agency. I further understand that certain risks may be associated with volunteer activities. In consideration of being permitted to perform such volunteer services for El Nido, I voluntarily and knowingly sign this waiver with the express understanding of waiving all rights or causes of action involving, without limitation, bodily injury or property damage to myself arising from performance of such volunteer services and acknowledge that recovery for any bodily injury or property damages are limited to the general liability policy of El Nido.

Further, I shall indemnify, defend, and hold harmless El Nido and its officers, directors, agents, and employees from and against any and all liability damage, loss, cost, and expense incurred as a result of any claim, demand, or cause of action brought against El Nido, its officers, agents, or employees, jointly or individually, for bodily injury or property damage suffered as a result of my willful misconduct or allegedly unlawful actions in the performance of my volunteer services or as a result of the failure to perform my volunteer services.

| | | |
|----------------------------|----------------|--------------------|
| Volunteer Signature | | Date |
| First Name | Middle Name | Last Name |
| Home Address | | Apartment # |
| City | State | Zip Code |
| Home phone# | Mobile phone # | Home email address |

Witnessed by El Nido Staff Person

| | |
|-------------------|--------------|
| Signature | Date |
| Print Name | Title |