



Dear Prospective Volunteer,

Thank you for inquiring about volunteer opportunities at ElderHelp of San Diego.

ElderHelp provides personalized services and information that helps seniors remain independent and live with dignity in their own homes. Since 1973, ElderHelp has provided social services to San Diego's growing population of seniors who live on fixed incomes, have limited support and endure the physical limitations that often come with advanced age—a combination that limits their ability to remain independent and living in their own homes. The simple things that many of us take for granted—a safe, clean home, companionship, transportation—can be the hardest to achieve for frail seniors.

Concerned individuals like yourself are the driving force that allows our seniors to remain independent in their homes. Please take a moment to review the enclosed materials and consider joining our dynamic volunteer team. We are currently most in need of Volunteer Drivers*, although you may submit your application for any position, or contact us to discuss how you think your talents could be best utilized. However, there may be a wait time before you are placed with a client.

Because of the sensitive nature of these volunteer positions, all prospective volunteers must successfully complete a screening process. This process includes the initial application, an orientation, personal interview, and background check. Once you have submitted your application, you will be invited to our next Volunteer Orientation, which covers a variety of topics, including the agency history and background, an introduction to aging, and guidelines on working with senior clients.

Thank you again for your interest in serving seniors through ElderHelp of San Diego. We hope that you will join us soon!

Sincerely,

A handwritten signature in black ink that reads "Cynthia Beisiegel".

Cynthia Beisiegel
Volunteer Services Manager
(619) 284-9281 ext. 14
cbeisiegel@elderhelpofsan diego.org

**Volunteer Drivers receive mileage reimbursement for their trips.*



VOLUNTEERING WITH ELDERHELP OF SAN DIEGO FAQ'S

Before you continue with your application, please take a moment to review our Frequently Asked Questions so that you will know what to expect during our application process.

What are the Requirements to Volunteer?

- Volunteers must be 18 years of age, unless supervised at all times by an adult.
- Volunteers must provide their own transportation.
- Volunteers must provide at least 3 references & undergo a criminal and DMV background check.
- Volunteers must attend a 3-hour New Volunteer Orientation.
- At this time, we are unable to accept court-related referrals for community service hours.

What are the Steps to Becoming a Volunteer?

1. Fill out the application and return it to the ElderHelp office via fax or mail. In order to expedite the process, be sure to provide three references and please notify all references that they will be contacted. Applications normally take 1-4 weeks to process, depending on how soon we are able to contact your references.
2. Once your application has been received and reviewed, you will be contacted and invited to attend an upcoming orientation. ElderHelp New Volunteer Orientations are held approximately once per month on varying weekend and weekdays. Attendance is mandatory to ensure acceptance into the program.

(over)

3. After completion of the orientation, you will be invited to a 45-minute personal interview. Interviews are held Monday – Thursday from 9 a.m. – 4 p.m., including lunch hour times to accommodate working persons.
4. Upon mutual agreement, you will be notified of your tentative acceptance into the program at the culmination of the personal interview. In some instances, you may be asked to provide further information in order for us to make a decision regarding your application. In this case, you will be notified of your status at a later date.
5. To finalize your application and become an official ElderHelp volunteer, you will be asked to submit to a criminal and DMV background investigation at your own expense. There is a \$5 fee payable to ElderHelp for the cost of the DMV check and a rolling fee (varies between \$15 - \$25) payable to the LiveScan provider location of your choice.

What Areas Do You Serve?

- We currently serve Central San Diego (including the beach areas) to East County. We do not offer volunteer opportunities in North County or South Bay coastal communities at this time.
- Volunteer placements are made in the geographic areas of your residence or workplace at your discretion.

How Long Does the Application Process Take?

- The process can take several weeks, depending on how quickly we can contact your references as well as your ability to attend the next scheduled orientation and interview.

What is the Commitment Level?

- Volunteers are expected to serve an average of 6-10 hours per month.
- Volunteers are expected to make a one-year minimum commitment to the program once they have begun their assignment.

*Client requests for service vary. At ElderHelp, we strive to place you in your preferred assignment as quickly as possible. Depending on your availability and assignment preferences, there may be a waiting period until we are able to find the most appropriate match for you. We appreciate your patience!



For Office Use Only:	
App. Received	_____
Orientation	_____
Interview	_____
BC Completed	_____
Entered	_____

ElderHelp of San Diego Volunteer Application

Please type or print legibly and complete in full

Name of Applicant: _____ Date: _____

Address: _____ City / Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax Number: _____

E-mail Address: _____ Date of Birth: ____/____/____

Do you have previous long-term volunteer experience (assignments 6 mos or longer)? Yes No

If so, please describe: _____

What do you hope to achieve by volunteering with ElderHelp of San Diego? _____

Are you able to commit to **one year** of service after accepting an assignment? Yes No

Are you interested in working with the Lesbian, Gay, Bisexual and Transgender population? Yes No

Are you applying to fulfill a volunteer requirement for school, community or work program? Yes No

If so, please describe: _____

ElderHelp of San Diego serves the following areas. Please check the area you wish to serve (check as many that apply):

- | | |
|--|--|
| <input type="checkbox"/> Peninsula / Beaches | <input type="checkbox"/> Downtown / Hillcrest / North Park |
| <input type="checkbox"/> City Heights / College Area / Encanto | <input type="checkbox"/> Mission Valley / Linda Vista / Clairemont |
| <input type="checkbox"/> Kearny Mesa / Tierrasanta | <input type="checkbox"/> La Mesa / Navajo / San Carlos |
| <input type="checkbox"/> El Cajon / Santee | <input type="checkbox"/> Any |

In case of an emergency while volunteering, please list someone we may call on your behalf:

Name: _____ Relationship: _____

Home/Cell Phone: _____ Work Phone: _____

How were you referred to us?

- | | | | | |
|---|--|---|---------------------------------|---------------------------------|
| <input type="checkbox"/> EH Client | <input type="checkbox"/> EH Volunteer | <input type="checkbox"/> EH Website | <input type="checkbox"/> Event | <input type="checkbox"/> Church |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Relative | <input type="checkbox"/> Media | <input type="checkbox"/> School | <input type="checkbox"/> Work |
| <input type="checkbox"/> VolunteerMatch | <input type="checkbox"/> Vol San Diego | <input type="checkbox"/> Other (please specify) | _____ | |

I. EDUCATIONAL BACKGROUND

High School:	Name & Location	Dates Attended	Degree
College:	Name & Location	Dates Attended	Degree
Grad/Professional School:	Name & Location	Dates Attended	Degree

To include additional information, including advanced or specialized degrees, awards or certificates, please use an additional sheet of paper.

II. CURRENT EMPLOYMENT OR VOLUNTEER POSITION(S)

Please list all current employers, dates of employment, position(s) held, description of work performed, name(s) of supervisors, firm's complete address, and applicable telephone numbers.

Employer or Volunteer Organization: _____ Retired

Address: _____ City/State/Zip: _____

Telephone: _____ Name/Title of Supervisor: _____

Job Title: _____ Dates of Employment: From _____ To _____

Position Description - *Please summarize responsibilities:* _____

In addition, please list the last three employers or volunteer organizations beginning with the most current.

1. Employer or Volunteer Organization: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Name/Title of Supervisor: _____

Job Title: _____ Dates of Employment: From _____ To _____

2. Employer or Volunteer Organization: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Name/Title of Supervisor: _____

Job Title: _____ Dates of Employment: From _____ To _____

3. Employer or Volunteer Organization: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Name/Title of Supervisor: _____

Job Title: _____ Dates of Employment: From _____ To _____

NAME _____

III. REFERENCES

We require and check references for the safety and well being of our clients, paid staff and volunteers. List 3 non-related references that you have known for 2 or more years, with at least one professional reference. (Please notify all references that they will be contacted in order to expedite the process.)

1. ___ Name: _____ Phone: _____

E-mail: _____ Personal Professional

2. ___ Name: _____ Phone: _____

E-mail: _____ Personal Professional

3. ___ Name: _____ Phone: _____

E-mail: _____ Personal Professional

IV. BACKGROUND INFORMATION

All information is confidential and does not necessarily exclude you from volunteering. Providing false information is grounds for immediate termination.

1. Have you ever been fingerprinted before? Yes No For: _____

2. Would you consent to fingerprinting and a background check? Yes No

3. Have you had a DUI or moving violation in the last 5 years? Yes No

3. Have you been convicted of a misdemeanor or felony? Yes No

4. Have you ever been treated for substance abuse or mental illness? Yes No

If yes to any of the above, please describe: _____

V. AVAILABILITY & SKILLS

Please indicate your preferred days and hours of availability:

Days: MON _____ TUE _____ WED _____ THU _____ FRI _____ SAT _____ SUN _____

Please indicate your skill in any of the following:

- | | | | | |
|--|--------------------------------------|--|--|--|
| <input type="checkbox"/> Gerontology | <input type="checkbox"/> Social Work | <input type="checkbox"/> Counseling | <input type="checkbox"/> Elder Abuse | <input type="checkbox"/> Nursing (LVN, RN) |
| <input type="checkbox"/> Caregiving | <input type="checkbox"/> Gardening | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Home Repair | <input type="checkbox"/> Organizing |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Budgeting | <input type="checkbox"/> Legal | <input type="checkbox"/> Writing/Editing | <input type="checkbox"/> Business |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Research | <input type="checkbox"/> Computers | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Translation | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Marketing | <input type="checkbox"/> Art |

Please describe any additional languages, training or special skills you may have acquired through employment, volunteer service, or life experience: _____

Would you be interested in serving on marketing, finance, or fundraising event committee, based on your skills and experience in that area? Yes No

Community Partnerships: ElderHelp is committed to the development of corporate and community volunteer partnerships to promote volunteerism and agency support for the seniors we serve. Would you like more information on how your company or organization can be involved with ElderHelp of San Diego as a Community Partner? Yes No

VI. VOLUNTEER ASSIGNMENT PREFERENCES

Please check as many as apply. *All positions require a one-year commitment. Our highest need is for Volunteer Drivers. All positions are filled based on client request, therefore there may be a wait time before you receive your first assignment.*

- Volunteer Drivers** for our Seniors A Go Go program provide transportation for seniors to medical-related or other essential appointments. Drivers are compensated with mileage reimbursement. Assignments may be one-time or ongoing. Requires weekday availability between 8-5; a vehicle conducive to transporting seniors with trunk or backseat space for mobility equipment if needed. **Commitment is a minimum of 3 rides per month.**
- Reception Volunteers** answer phones and greet people who come into the ElderHelp office seeking assistance. Volunteers must have weekday availability between 8-4 and be comfortable interacting with people. **Commitment is a 4 hour shift once per week, or on-call status.**
- TidyKeeper Volunteers** assist seniors by tidying up common areas of the home, while providing socialization. Tasks may include sweeping, mopping, vacuuming, cleaning countertops, window washing, storing and organizing items. Assignments may be one-time or ongoing. **Commitment is 2-4 visits a month depending on client need.**
- Home & Garden** volunteers provide an array of services for seniors in and around their homes, including minor home repairs and installation, yard clean up, gardening, packing, moving assistance and more. Volunteers must provide own tools and/or truck or van. Materials are paid for by the client. Assignments may be one-time or ongoing. **Commitment is a minimum of 2 projects per month.**
- “Are You Okay” Volunteers** monitor a computer-based telephone reassurance check system for homebound and frail clients. If necessary, volunteers make welfare checks to ensure the safety of clients enrolled in Project CARE. Shifts are from 9-11 a.m. on Saturdays, Sundays and major Holidays. **Commitment is 1 weekend day and 1 holiday (if applicable) per month.**
- Financial Advocates** provide seniors assistance with their mail, correspondence, bill paying, account balancing or other budgeting needs. Requires financial, business, or household budgeting background. **Commitment is 1-4 visits per month, depending on client need.**
- Grocery Shoppers** assist clients in gathering essential food and toiletry items when they are unable to do so themselves. Clients may or may not wish to accompany volunteer to store. **Commitment 2-4 shopping trips a month, depending on client need.**
- Friendly Visitors** provide companionship and conversation to homebound or disabled seniors without family members or other support systems. Play games, watch TV/movies, have a cup of coffee or reminisce about old times. **Commitment is 2-4 visits a month, depending on client need.**
- Office Volunteers** assist with a variety of administrative tasks, including the preparation of materials for health fairs or events, developing application packets and training materials, and data entry. Requires weekday availability between 8-4 and intermediate computer skills. **Commitment is a minimum of 1 shift per week, or on-call status.**
- Development Volunteers** assist with data entry, event preparation, phone-a-thons, thank-a-thons, and other activities as needed. Requires weekday availability between 8-4 and intermediate computer skills, with good phone skills. **Commitment is a minimum of 1 shift on a bi-weekly or on-call basis.**
- Event Volunteers** assist at ElderHelp fundraising events in a variety of capacities on an **occasional** basis.
- Special Request Volunteers** assist our seniors or staff in a variety of capacities not covered above on an **occasional** basis.

VII: STATISTICAL INFORMATION

The following information will be used for statistical reporting purposes only. All information provided by you will be kept confidential. Please check one of the following in each category.

Gender

- Male Female
 MTF FTM

Primary Language

- English Spanish
 Chinese Portuguese
 Japanese Vietnamese
 Arabic Tagalog
 Other _____

Employment Status

- Full-time Part-time
 Student Retired
 Not employed

Marital Status

- Single Married
 Widowed Divorced
 Separated

Disability

- None Physical
 Developmental Mental
 Decline to state

Military Personnel?

- No Yes If yes, indicate branch: _____

Ethnic Origin

- American Indian African American
 Middle Eastern Pacific Islander
 Asian Hispanic/Latino
 Caucasian Other Non-White
 Decline to State

I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily.

The decision to accept an applicant into the program will be based upon a final assessment done by the program staff at the completion of the volunteer procedure. The program staff has final approval for an applicant's acceptance into the program. No reason will be provided to volunteer applicants rejected from participation in the program.

Signature: _____ Date: _____

Return completed application to:

Website: www.elderhelpofsandiego.org
 E-mail: volunteers@elderhelpofsandiego.org

Fax: (619) 284-0214
 Mail: 4069 30th St., San Diego, CA 92104

NAME _____



Non-Criminal Background & Conflict of Interest Declaration

To be signed by all volunteer applicants of ElderHelp of San Diego prior to their personal interview.

Due to the confidentiality required, the possible financial or health related services and the vulnerable population served, we require that you read and sign the following:

Applicants are responsible for truthfulness in all statements made on the volunteer application. False statements are grounds for rejection or immediate termination.

Please read all statements fully before signing.

I declare and state as follows:

- a. I am an applicant to the Volunteer Services Program at ElderHelp of San Diego. I have never been convicted of any felony or misdemeanor involving bodily injury, domestic violence, assault, sexual offense, possession or distribution of an illegal substance, or theft of personal property.
- b. I also understand that my own personal or professional business will not benefit financially or in any other way, from the volunteer service that I will perform for clients I serve through ElderHelp of San Diego.

I declare under penalty of perjury that the preceding statement is true and correct.

Signature _____

Date _____