



Housing Partnerships, Inc. volunteers provide support to staff by performing duties or tasks without wages or benefits. Volunteers do not take the place of staff but provide supplemental services.

Volunteers are accepted when their skills and abilities match the needs of Housing Partnerships, Inc. Housing Partnerships, Inc. does not guarantee that all volunteer applications will be accepted.

Volunteers are subject to the rules and regulations found in the Volunteer Procedure Statement.

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1. The Volunteer Coordinator shall oversee the use of the volunteers. Volunteers will be paired up with a Housing Partnerships Project Manager to train, supervise, and evaluate.
  2. All volunteers must complete a volunteer application form. Volunteers must be 15 yrs of age or older except with approval for the Executive Director.
  3. Volunteers under the age of 18 must have written permission from a parent or guardian to volunteer with HPI.
  4. The Volunteer Coordinator will keep applications for active volunteers.
  5. Volunteers are *required* to sign a confidentiality form prior to entering clients home, etc. Violation of the confidentiality form will result in immediate dismissal.
  6. Housing Partnerships has a responsibility to ensure that the volunteer forces augment staff effort while meeting the individual's need for a meaningful volunteer experience. If there is not a job available, the volunteer will be informed that his/her application will be kept on file for a minimum of one year and will be contacted if there is an appropriate opening.
  7. Volunteers are expected to wear old clothes in which they do not mind getting paint, etc on. All volunteers must wear closed toe shoes *at all times* while volunteering.
  8. Volunteers are to use extreme caution when working on construction sites. In the event an accident arises or an emergency occurs it is the responsibility of the volunteer to notify the project manager assigned to them as well as another HPI staff.

9. In the event a volunteer gets injured and medical attention is needed, the volunteer is to use their own personal health insurance. In the event more coverage is needed the volunteer must notify the executive director in this case the executive director will contact HPI's supplemental volunteer insurance. This supplemental insurance will be used only after the individual's (volunteer) insurance has paid his or her part.
10. Volunteers will be informally evaluated on an ongoing basis and will work under an at-will status and may be discharged without cause or notice.
11. All volunteers must identify themselves when entering a client's home. A volunteer is not permitted to enter a client's home unless they are with a member of the HPI staff or prior arrangements have been made with HPI and the client.
12. All groups will need to appoint a group leader. It will be the job of the group leader to fill out the group application form and submit it back to the Volunteer Coordinator. In the event the group has children under the age of 15, a parent or guardian must be present at all times. The group leader will be responsible for staying in contact with the Volunteer Coordinator throughout the duration of the project.
13. All volunteers are subject to any and all appropriate background checks.
14. Community Service volunteers will be accepted on a case-by-case basis. A phone screening will be conducted, and then the phone screen information will be passed to the Executive Director at that point the Executive Director has the right to refuse the volunteer. If granted the volunteer position, the volunteer must make an appointment to meet with the Executive Director, and Volunteer Coordinator to work out a schedule, etc. All paper work must be brought by the community service volunteer at the time of the first meeting. The community service volunteer must provide all court papers, etc at the time of the first meeting.