Volunteer Policy

Volunteers are an important extension of the staffs of Johnson County Board of Services (JCBS) and Johnson County Sheltered Workshop (JCSW).

JCBS and JCSW support and appreciate the assistance of volunteers. The following policy is designed to promote volunteerism at JCBS/JCSW while ensuring the safety, security and well being of JCBS/JCSW staff, consumers and volunteers.

- 1. Volunteers must be 18 years of age unless a volunteer is participating as part of a school sanctioned volunteer program or volunteer program sponsored and supervised by an organization such as the Boy Scouts, Girls Scouts, a church, etc. The minimum age for a student volunteering through a sanctioned volunteer program is 16 years of age.
- 2. The volunteer programs for 16-18 year olds must be supervised by a person from the school, church, club, etc. who will make periodic site visits and communicate with the Unit Manager related to issues associated with the volunteer.
- 3. Volunteers will be under the supervision of a JCBS/JCSW staff member. Volunteers will be assigned to a staff member who is responsible for the volunteer. It is the staff member's responsibility to give the volunteer a clear understanding of the duties, procedure, expectations and any other knowledge needed for performance.
- 4. Volunteers will complete an orientation program prior to performing volunteer work.
- 5. Prospective volunteers must complete a volunteer application. Applications will be reviewed by a JCBS Director or JCSW Manager, and if a person is selected as a potential volunteer by the JCBS Director or JCSW Manager, the prospective volunteer must complete to the satisfaction of the JCBS Director or JCSW Manager all of the following before being allowed to volunteer:
 - Background screen utilizing the Missouri Family Care Safety Registry (18 and older).
 - Highway Patrol Driving Record Check
 - Reference check (waived for high school age volunteers).
 - Drug Screen.
 - Abuse and neglect training.
 - Client's rights training.
 - Confidentiality Training.
 - TB Tine Test.
- 6. Volunteers will sign in and sign out when entering and leaving the premises.
- 7. Volunteers must comply with all JCBS/JCSW policies, rules and regulations.
- 8. Volunteers shall not be permitted to access, review or disclose confidential information related to JCBS/JCSW staff, client employees or consumers.
- 9. Volunteers should report all safety concerns to their supervisor immediately.
- 10. JCBS/JCSW can, at its sole discretion, terminate the services of a volunteer at any time.

Johnson County Board of Services Johnson County Sheltered Workshop Volunteer Application

10/19/2010

*All spaces on this application must be completed, application must be signed and dated.

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