

SCP VOLUNTEER ASSIGNMENT POLICY

- I. Priority to Senior Companions assignments are to be given to those qualifying homebound clients in accordance with Sections 27 through 29 of the Corporation of the National and Community Service Senior Companion Handbook. Senior Companions are not to be paid for volunteer service in privatized profit generating institutions.
- II. Client assignments will be on a rotational system to maintain equality and fairness within the volunteer group. Clients will be matched to their companions based on any uniquely requested circumstances (i.e. proximity, gender, language, special ability or favored activity) otherwise the next volunteer in the rotation must accept the assignment.
- III. Any volunteer may elect to take a new assignment at any time ahead of rotation. However, no volunteer can be skipped for an assignment nor can any volunteer refuse an assignment more than 2 times with approved justification. Volunteer service in another program (i.e. RSVP, FGP) area may substitute for not accepting an assignment at the discretion of the SCP Coordinator.
- IV. To ensure a range of opportunities and assignment choices are always available to the Senior Companion, volunteers are to be limited to no more than 20 hours a week service in group home and assisted living work stations. In-service training at the work station is to be included as part of total time.
- V. As a general rule, Companions are not to be assigned to perform more than 6 hours of total service visitation to any 1 client in 1 week. The number of visits to any 1 client should be broken up throughout the week to offer the client greater fulfillment. However, the needs of the client as well as the companion will come first favoring facilitating the visits to homebound clients with scheduled activities such as shopping.

VI. As a general rule, no more than 4 clients in any one location can be assigned to a companion for one on one visitation. At assisted living facilities and group homes, the work station supervisor may temporarily assign additional clients to a volunteer during group function to assist in the activity.

VII. Deviations from this protocol based on extenuating circumstances must be submitted to the SCP Coordinator and subject to approval by the program director.

VIII. This protocol is newly established and written based on the national guidelines of June 2008. To minimize adverse impact to our clients as well as on the volunteers, this policy will be fully implemented by July 2010.

DRAFT