

VOLUNTEER/STAFF HANDBOOK

OF JERI'S HOUSE

January 2017

OUR MISSION AND OUR GOALS

Jeri's House is a residential transitional environment that provides a safe place for individuals who are DeafBlind to become independent, encourage and enhance self-esteem and self-confidence.

Individuals will be independent and now able to contribute to their community and become an asset in society.

1. Duties of Staff/Volunteers

SSP will help Residents practice Braille and signs, assist with crafts, lawn care and gardening. SSP will assist Residents with reading their mail and help during leisure activities to ensure DB participation.

2. Code of Ethics for Staff/Volunteers.

A. All staff whether paid or volunteers of Jeri's House shall at all time present themselves in a manner that is pleasing to God;

B. Must comply with the rules of confidentiality;

C. Must abstain from alcohol and tobacco while on premises;

D. Must adhere to the rules governing how to interact with individuals who are DeafBlind;

E. Foster a positive atmosphere;

F. Refrain from gossip or speaking negatively about another person;

G. Must be prompt with schedules;

H. Must display a spirit of patience and encouragement to others;

I. Must notify the houseparent on duty within 24 hours if for any reason you are not able to fulfill your duties for a specific day or time.

3. Disciplinary actions for Staff/Volunteers

A. Failure to notify the houseparent on duty within 24 hours of an absence in duties three consecutive times will result in suspension and/or termination.

B. Continued tardiness without notification will result in suspension and/or termination.