

JFS Agency and Volunteer Agreement

As a volunteer, I understand that I am subject to a code of ethics similar to that of professional employees. I accept the duties and responsibilities of my position and pledge to accomplish them to the best of my abilities. I understand my agreement to work without monetary compensation.

I, _____, agree to serve as a volunteer and commit to the following:

- a. Adhere to the policies and procedures of JFS, including record keeping requirements and confidentiality of agency and client information.
- b. Be dependable, and if unable to keep the commitment contact the appropriate person(s) with adequate notice so alternate arrangements can be made.
- c. Freely share information pertaining to the client with the JFS Volunteer Coordinator.
- d. Understand the need for and accept diversity in the workplace.
- e. Be a liaison between the agency and the community.
- f. Attend at least one Volunteer Coffee Talk Training Session in order to learn about and be knowledgeable of all of the services JFS offers to the community.

The agreements made on behalf of the agency are intended to assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

As a volunteer I can expect to:

- a. Be provided adequate information, training, and assistance to meet the responsibilities of the position.
- b. To be treated as a coworker and as such have my individual skills, dignity, and needs respected.
- c. Have an appropriate job assignment in which I feel fulfilled.
- d. Be provided supervision and constructive feedback on my performance.
- e. Feel free to share feedback and information with the volunteer coordinator.

Volunteer Signature

Date

Parent or Guardian (if under 18)

Date

JFS Volunteer Confidentiality Statement and Compensation Policy

I understand that in my role as a volunteer for Jewish Family Services and the Jewish Federation of Raleigh-Cary, I may have access to **personal, financial, and medical information** about clients, former clients, their families and others involved with JFS and JFRC.

In keeping with the professional standards and ethics of Jewish Family Services and the Jewish Federation of Raleigh-Cary, I will consider all information regarding any person as **strictly confidential**, and therefore, not to be discussed with any unauthorized person. I understand that I am not to release phone numbers, addresses, and/or financial information to anyone outside of the agency. I will not provide to any party any confidential records of information without the Coordinator's permission and the member's written consent. I will protect the confidentiality during conversations regarding members that are held for legitimate business or treatment purposes, including but not limited to consultation, supervision or training. However, in the event that I am concerned about an individual's well-being I will bring it to the attention of the Volunteer Coordinator or one of the licensed clinical social workers of Jewish Family Services. In addition, to avoid conflict of interest, it is Jewish Family Services' policy to have JFS volunteers avoid engaging with a recipient of our volunteer services in any activity that results in monetary compensation while representing themselves as a JFS volunteer. I understand that I am not to enter into any agreement/activities that could pose a conflict of interest to Raleigh-Cary JFS. I am not aware of any potential conflict of interest at this time and agree to notify the Volunteer Coordinator should a questionable situation arise.

I understand that disclosure of any member's confidential information without appropriate permission and consent, or any conflict of interest situations may result in corrective or disciplinary action, including termination.

Signature of Volunteer

Date

Criminal Background History Screening

Consent for Criminal Background History Check Authorization/Waiver

All JFS volunteers who are to be screened must sign this authorization/waiver form, giving approval for the Agency and Sterling Volunteers to perform the criminal background search.

I _____ hereby consent to a Background Check as part of the JFS application process. I understand that this information will be used in part to determine my eligibility for a volunteer position with Raleigh-Cary Jewish Family Services. I also understand that as long as I remain a volunteer with JFS, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received. Conviction of a crime may not be an automatic bar to your volunteer eligibility. All circumstances will be considered in making a decision on your application.

Raleigh-Cary Jewish Family Services will pick up the cost of the background check or, if you wish to do so, you may make a donation to JFS.

Background screenings are conducted by:

For more information on Sterling Volunteers, visit:

<https://www.sterlingvolunteers.com/about/>



Signature of Volunteer

Date

For office use below this line.

Date of background check _____ Approved? Y/N Date: _____

Photo and Name Release form

It is the policy of The Jewish Federation of Raleigh-Cary to obtain consent from community individuals (and/or their legal guardian) who voluntarily permit the agency to take their photograph(s) or use their name(s). As a JFS volunteer, pictures and/or information may be used for promotional usage and community awareness.

By signing this form, I give permission for my photograph and/or name to be used for these purposes, including print and electronic publications, by Jewish Family Services, the JCC and the Jewish Federation of Raleigh-Cary.

Signature of Volunteer

Date

Preferred contact information: _____