

The Shelter

For Victims of Domestic Violence



A United Way Agency



P.O. Box 1732
Clovis, NM 88101
(505) 762-0050
FAX: (505) 763-8953
Toll-free in New Mexico:
1-800-401-0305

Thank you for your interest in volunteering for the Shelter. Historically, domestic violence work has been done by volunteers and we have always depended on volunteerism in our communities.

We hope you will help us make your volunteer experience with our agency enjoyable and productive for you as well as your community. Please complete the attached forms and return them to our office so that we can speak to you about available positions for which you may be suited and a schedule to train and serve as a Shelter volunteer.

We regret that the number of available volunteer positions are limited but we strive to provide as much opportunity as we can for those who want to contribute.

If you are interested in academic field placement or internship, please call us or download a copy of our internship agreement from our website. We can be reached via Internet at the URL or E-mail address below.

Visit our Web site at <http://www.nmsvdv.org>
svdv@nmsvdv.org

VOLUNTEER AGREEMENT

Name: _____ Phone: _____

Address: _____ E-mail address: _____

Primary Task Assignment:

- Crisis Intervention
 Court Advocacy
 Adult Advocacy
 Office/Clerical
 Children's Advocacy
 Other _____

I will commit _____ hours every week for the next _____ weeks to the Shelter.

Schedule:

	Sun.	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.
A.M.							
P.M.							

Examples of Work Performed:

Supervision: _____

I agree to perform the above task(s) in compliance with the agency's policies and procedures as outlined in the Operations Manual. I understand that I will receive training, and that if I have any questions or problems I will take them up with my supervisor as designated above.

Signed: _____ Date: _____
Volunteer

The Shelter for Victims of Domestic Violence agrees to provide training for the volunteer, and to maintain records of the volunteer's work in a permanent file which may be used for future job references. The Shelter will follow applicable policies and procedures in its relations with the volunteer.

Signed: _____ Date: _____
Executive Director

VOLUNTEER AGREEMENT

Statement of Responsibility Waiver of Liability

Date: _____

Name: _____

Assignment: _____

- I. I understand it is policy that any person accepting a volunteer assignment does so with the clear understanding that s/he will receive no fee or remuneration for his/her services.
- II. I understand that every volunteer will be expected to conduct him/herself in a manner befitting this agency and its purpose. In matters of personal appearance, deportment and conduct s/he should at all times be beyond reproach.
- III. I understand that any breach of confidence will be grounds for IMMEDIATE dismissal.
- IV. I understand that it will be left to the volunteer to obtain and carry on his/her own responsibility and insurance s/he feels is necessary. *It is clearly understood that such matters are entirely an individual responsibility and not that of this agency.*
- V. I understand that no person who is not carried on the regular payroll is eligible for any of the insurance services and benefits provided to regular paid staff personnel. This includes Workman's Compensation. Any injury or illness suffered by a volunteer during the time s/he is on duty will be entirely his/her own responsibility.

Signature: _____

AGENCY-VOLUNTEER CONTRACT

Date: _____

Between The Shelter for Victims of Domestic Violence and _____:
Name of Volunteer

The agency agrees to provide the volunteer with education and training to prepare the volunteer for his/her service, an assignment both useful and satisfying, acceptable working conditions, acceptance by both clients and staff as a member of the Shelter team.

The Shelter agrees to provide a one-month probationary period before granting permanent volunteer status, supervision, periodic evaluation, in-service education and change of assignments as appropriate.

The volunteer agrees to carry out assignments to the best of his/her ability, following the Shelter's guidelines and respecting both clients and staff as members of the team.

The volunteer will use structured channels of communication exclusively to report problem situations, to request consultations or a change of assignment, to provide feedback and suggestions, and report well in advance of when s/he must be late or absent for an appointment.

The volunteer will respect the dignity of the client and the integrity of the Shelter by maintaining confidentiality of information received in the course of service.

Signed: _____
Agency Representative

Signed: _____
Volunteer

DRUG-FREE WORKPLACE STATEMENT

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Shelter's workplace. The violation of this prohibition will result in disciplinary action, up to and including, termination of my volunteer services.

As a condition of my volunteerism, I agree to abide by the terms of the above statement, and to notify the agency of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Signed: _____ Date: _____

STATEMENT OF CONFIDENTIALITY

I understand that my position here is based upon the confidentiality of the Shelter clients. Client confidentiality includes, but is not limited to, Shelter location, discussion of clients' problems or place of residence outside of the Shelter office with those other than Shelter workers and any other aspect of client service. I further acknowledge that a breach in this would result in my termination from the Shelter for Victims of Domestic Violence.

Shelter Volunteer/Intern

VOLUNTEER ETHICAL CONDUCT

This code should be considered as a foundation for volunteer conduct, and should in no way be considered as inclusive.

1. Volunteers shall deliver services to clients in an evenhanded, non discriminating, non-abusive manner.
2. Volunteers shall observe confidentiality in all matters related to clients except when legally required to do otherwise, or when doing so would cause harm to another person or the client herself/himself.
3. Volunteers shall neither request nor accept gifts, favors, or loans from clients.
4. Volunteers shall not give gifts, money, or loans to clients.
5. Volunteers shall not serve as advocate clients with whom they have a close, personal relationship, such as friends, relatives, in-laws, etc., except in emergency situations (crisis intervention for example).
6. Volunteers shall maintain a professional relationship with clients at all times.
7. Volunteers shall refrain from talking derogatorily about other volunteers, staff members, the agency, or other agencies to members of the community.
8. Volunteers' conduct, both at work, and outside of work, shall be such as not to reflect negatively on the program.

Signed: _____ Date: _____
Volunteer/Intern

Signed: _____ Date: _____
Witness