**THE RICHMOND FELLOWSHIP SOCIETY (INDIA), LUCKNOW BRANCH**

***For Community Mental Health – Training center in Therapeutic Community***

Society Registered in Delhi – No. S – 16800 OF 1986

 **NAV-UDAY MANSIK SWASTHYA SANSTHAN**

 VIRAJ KHAND-5, GOMTI NAGAR, LUCKNOW (U.P.) – 226 010 PHOTO

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 President:Dr. A. K. Agarwal Mr. L.H. P. S. Gupta Secretary:Dr. Shashi Rai

Vice-President:Dr. Prabhat SitholeyIncharge - Day CareTreasurer**:** Mr. Alok Saxena

**VOLUNTEER OPPORTUNITY FORM**

1. **Name: Age:- D.O.B:-**
2. **Address:**
3. **Telephone No: Mobile No:**
4. **Email :**
5. **Aadhar Card No. PAN No.**
6. **Languages Known:**
7. **Qualifications :**
8. **Experience :**
9. **Special Skills :**
10. **Hobbies:**
11. **Time Commitment – Total hours– per day /per week**

**CONSENT FORM**

 I…………………………………… has joined ‘Nav Uday’ Mansik Swasthya Sansthan as volunteer from………………**.** I agree to maintain the confidentiality of all the clients in this institution and will not reveal anything about them and their illness neither in verbal nor in written communication. In case I have to write a case report of any client I will write in such a manner that his/her identity is not disclosed.

 Before submitting the report (if any) I would take consent from the authorities of this institution and submit a copy of the same to the institute.

**Signature: Date:**

**Selection of a volunteer at RFS Facilities**

1. Written applications containing the bio-data (full name, age, address, telephone no., Fax/email, qualification, experience, extra-curricular activities, hobbies and names of referees) is required from the persons seeking to work as a volunteers (Attach a copy of necessary documents).
2. Personal interview by the supervisor and thereafter by the secretary of the organization to ascertain suitability to the type of work being carried at the facilities to support both professional and other staff.
3. Entrusting the work depending upon the suitability and need (like conducting extra – curricular activities, to be in-charge of the food and nutrition programme, housekeeping, assisting in fund raising, to be with the residents group when the professional staff are engaged in meetings, sports activities, secretarial assistance etc.

**Duties and Responsibilities of a volunteer**

1. Commitments as to the duration of work, number of days and hours available.

1. Expectations of the volunteer in terms of honorarium, food while on duty and other incentives, such as participation in scientific/professional meetings.
2. No professional work, i.e. working with the residents/clients/families to be entrusted however may sit with the senior staff as an observer with prior permission.
3. To ensure ethical values and confidentiality of the clients at all time.
4. Orientation programme about the work in the facilities provided for a period of at least 10 days by a senior supervisor at the facility.
5. To be open and honest with his / her job, supervisor and co-workers from the beginning.
6. To accept assignment of his / her choice with only as much responsibility as he / she can handle and to understand commitments of time and task and to fulfill them.
7. To respect confidentiality and to serve as an ambassador of good will for the job.
8. To follow guideline established by the organization such as code of dress and decorum.
9. To decline work not acceptable to him / her and to notify designated person early enough so as that a substitute can be found, if the person plans to leave the job.
10. To use reasonable judgment in making decisions when policy is unclear or has not been communicated, then as soon as possible consult with supervisor and inform him / her of the action.

**Selection, Training and responsibilities of a volunteer at RFS Facilities**

1. To obtain written applications containing the bio-data (full name, age, address, telephone no., Fax/email, qualification, experience, extra-curricular activities, hobbies and names of referees) from the persons seeking to work as a volunteers (Attach a copy of necessary documents).
2. Personal interview by the supervisor and thereafter by the secretary of the organization to ascertain suitability to the type of work being carried at the facilities to support both professional and other staff.
3. Entrusting the work depending upon the suitability and need (like conducting extra – curricular activities, to be in-charge of the food and nutrition programme, housekeeping, assisting in fund raising, to be with the residents group when the professional staff are engaged in meetings, sports activities, secretarial assistance etc.
4. Commitments as to the duration of work, number of day and hours available.
5. Expectation of the volunteer in terms of honorarium, food while on duty and other incentives, such as participation in scientific/professional meetings.
6. No professional work, i.e. working with the residents / clients / families to be entrusted however may sit with the senior staff as an observer, during therapy, with prior permission.
7. To ensure ethical values and confidentiality of the clients at all time.
8. Orientation programme about the work in the facilities provided for a period of at least 10 days by a senior supervisor at the facility.

 **Responsibilities of a Volunteer:**

1. To be open and honest with his / her job, supervisor and co-workers from beginning.

1. To accept assignment of his / her choice with only as much responsibility as he / she can handle and to understand commitments of time and task and to fulfill them.
2. To respect confidentiality and to serve as ambassador of good will for the job.
3. To follow guideline established by the organization such as code of dress and decorum.
4. To decline work not acceptable to him / her and to notify designated person early enough so as that a substitute can be found, if the persons plans to leave the job.
5. To use reasonable judgment in making decisions when policy is unclear or has not been communicated, then as soon as possible consult with supervisor and inform him / her of the action.