

FOUR WINDS COMMUNITY VOLUNTARY SERVICE PROGRAM VOLUNTEER COWORKER DESCRIPTION

Position: *Volunteer Coworker and Primary Caregiver/Personal Care Aide*

Nature of Position: *Full-Time Volunteer Living at Four Winds Community*

Location: *Temple and Wilton, New Hampshire, USA*

Responsible to: *Astrid and Paul Martin, Four Winds Community Directors and Administrators; Four Winds Community Authorized Staff; and Four Winds Community Board of Directors*

Responsible for: *Primary care of residents, land maintenance, animal care, assisting in vocational programs, and participating in other Four Winds Community projects as necessary*

Qualifications: *An applicant must (a) be at least 18 years old; (b) be able to communicate (in English) observations verbally and in writing; (c) have mature understanding and judgment; (d) have an ability to organize and complete tasks in a timely fashion; (e) have good physical and emotional health, verified by a licensed doctor; (g) provide a statement, letter, or report from his or her country's local law enforcement authority proving that he or she does not have a felony (serious) conviction for abuse, neglect, or exploitation of any person.*

SCOPE OF RESPONSIBILITY

Four Winds Community is a small residential Anthroposophical lifesharing community and home for adults (“residents”) with developmental disabilities and varying other handicaps. Presently, we have 6 residents and 6 caregiving staff members, including volunteer coworkers participating in the Voluntary Service Program. Our location is rural, and we run a small farm as part of our vocational program for residents.

Our aim is to promote all aspects of human development through community living in accordance with the principles of Anthroposophy as developed by the Austrian educator and philosopher Dr. Rudolf Steiner (1861–1925).

Our emphasis is on curative education, youth guidance, and social therapy, supplemented by programs to develop academic, vocational, and daily-living skills, all geared to each resident’s individual needs and capabilities. We focus on assisting each member of our community in developing daily-living, social, work, and educational skills to their full potential. All volunteer coworkers are required to accept and respect this basis and to apply appropriate practices in the sphere of their volunteer service.

A volunteer coworker and primary caregiver is responsible for caring for the basic life needs of a particular resident or group of residents as well as helping to create a harmonious and therapeutic home life for our residents.

Additionally, a volunteer coworker is expected to participate in all aspects of the general life of Four Winds Community.

KEY TASKS

Following are some of the tasks of a Four Winds Community volunteer coworker and primary caregiver.

Personal Care: • Assisting and being responsible for the well-being and physical and basic care of our residents. This means observing the health and behavior of each resident in your care, including looking for changes in mood, behavior, eating/sleeping habits, etc., and then taking immediate remedial steps, and discussing residents' needs with the administrator and houseparents for longer term remedies and therapies. Your observations will form the basis of written reports such as progress reports and incident reports as well as for presentations in meetings and case studies. • Assisting with or supervising the hygiene habits, dressing, and basic daily chores of each resident. • Leading or guiding residents in recreational activities and providing or creating suitable materials where necessary. • Helping residents develop appropriate social habits and behavior. • Helping promote greater independence for each resident. • Supervising residents' taking of medication.

Home Life & House Cleaning: • Maintaining a clean and pleasant bedroom environment for our residents. This includes cleaning each resident's room and bathroom and toilet every day as early in the day as possible. • Sharing in the general cleaning and domestic tasks of the house by arrangement with the houseparents. Tasks may include making breakfast, lunch, or supper with residents; general cleaning and washing dishes; vacuuming; washing, drying, and folding laundry, and returning it to residents' rooms; changing residents' linen weekly or as needed; bread baking and other types of baking, yogurt making, cheese making, preserving, etc.; mending residents' clothes; general gardening and land care. • Answering the phone. • In general, assisting in the overall running and well-being of the house.

Vocational Training Programs: Assisting in, and assisting residents in, vocational programs such as organic farming, organic gardening, weaving and spinning, and woodworking.

Meetings: • Meeting regularly with your relieving primary caregiver and houseparents to discuss residents and their needs. • Attending weekly volunteer coworker meetings as well as additional special meetings and/or resident case studies that may be required.

In-Service Training: • Attending all scheduled in-service training courses. These courses give an introduction to curative education, youth guidance, and social therapy as well as a guide to general care for residents. • Attending the orientation seminar at the end of August.

Review and Evaluation: A written evaluation of the performance of your volunteer duties will be conducted every 12 months during your participation as a volunteer coworker at Four Winds Community. A copy of that evaluation will be retained in your personnel file.

Confidentiality: A volunteer coworker must certify that he or she will not disclose any information pertaining to Four Winds Community and/or any resident without a written release signed by the President of Four Winds Community and the resident or the resident's appointed legal guardian.

Conduct: A volunteer coworker must always remember that the safety and well-being (physical and mental) of the adults with special needs are of primary importance. The conduct of volunteer coworkers must at all times support this requirement. Smoking is not permitted. Drug and alcohol use are not permitted. All personal life must be adjusted to the demands of the life with the residents. The welfare and interests of the residents at Four Winds Community must always be the first, and paramount, consideration.

LEARNING GOALS WHILE AT FOUR WINDS COMMUNITY

Finding Your Way Into Four Winds Community Life: The Encounter With Our Residents Begins . . .

Three stages of development in the first year's volunteer service:

1. Arriving with openness and willingness to help, to learn, and to change.
2. Learning to objectify experiences in the home life.
3. Being able to say Yes to the following question: Do you have a real interest in, love for, and enthusiasm for our residents, and for the volunteer service with our residents?

House work, including residents' room areas:

- Willingness to do what is needed.
- Seeing what needs to be done.
- Determination to complete a task.
- Conscientiousness in executing a task, with awareness of the details.
- A sense for order, cleanliness, beauty, and completeness.
- The ability to cook a meal, including relevant therapeutic dietary aspects.

In-service training work:

- The right respect for our residents.
- The ability to provide secure, consequent, and balanced guidance for the group, with day and night consciousness.
- The ability to initiate, assist in, and supervise self-care, social skills, and recreational activities.
- The ability to include residents in housework.
- The ability to play creatively.
- Alertness to subtle changes in our residents' physical appearance or behavior, and knowing when to consult.
- The appropriate attitudes toward, and knowledge of what to do about, exceptional behavior or situations (seizures, tempers, etc.).
- Faithfulness in carrying out prescribed therapeutic exercises.
- Sensitivity to the religious needs of our residents.

Community life:

- Awareness of the need to set an example, in appearance and behavior, for our residents in public.
 - Reliability.
 - Ability to observe and communicate.
 - Cooperativeness.
 - Awareness of the needs of other volunteer coworkers.
 - Knowledge of the Four Winds Community regulations and policies.
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GUIDELINES

An applicant volunteer coworker needs to be physically and emotionally healthy; the life is demanding and strenuous. Flexibility, openness, and a serious willingness to work with the residents and the Four Winds Community staff are necessary. Based upon community needs, the needs of other volunteer coworkers, and the needs of the residents, a volunteer coworker is expected to provide between 50 and 80 hours of volunteer services per week.

General Information. The term year consists of 12 months beginning in the third week of August. *Written and oral knowledge of the English language is required.* Based upon community needs, a volunteer coworker may receive up to 1½ days off per week as well as a membership at a health and fitness club called Hampshire Hills. There are no free days or evenings for volunteer coworkers in the first week after a vacation, or in the week before a vacation begins.

Long-Term Volunteer Coworkers. Long-term volunteer coworkers commit to one year (12 months) at a time.

Short-Term Visitors. Short-term volunteers can be accommodated for a practicum or visit of several weeks or months. The dates of arrival and departure must be clearly agreed upon before arriving at Four Winds Community.

Vacation. The adults with special needs go to family homes or to respite care during Thanksgiving, Winter, Spring, and Summer vacations (a total of 8 weeks per year). Every volunteer coworker is entitled to *4 weeks (28 days)* of vacation during each 12-month term. (Thus if you come for one year, arriving on August 25th and committing to stay until the following August 24th, you will be entitled to 4 weeks of vacation during that 12-month period.) Your time off during another volunteer coworker's vacation must be arranged within the house community and/or community at large.

Policies. Four Winds Community has policies and procedures that will be explained to you during the first weeks of your term. **It is your responsibility to adhere to these policies and procedures.**

Driving. Most volunteer coworkers will be able to use designated Four Winds Community vehicles during their stay; usage is based upon community needs and the needs of other volunteer coworkers. Vehicles are available to volunteer coworkers in accordance with Four Winds Community driving policies and on the basis of the collective needs. Licensed drivers must obtain an International Driver's License.

Volunteer coworkers are not allowed to drive Four Winds Community vehicles during the first 4 weeks of their volunteer service. This allows time to adjust to life at Four Winds Community and to life in the USA. During these 4 weeks, the volunteer must learn the State of New Hampshire Driver's Manual and pass an online test, the DMV Practice Test for New Hampshire, by providing correct answers to at least 18 of the 20 questions. A basic practical driving test will then be done with a member of the Four Winds Community authorized staff. When both tests are successful, a volunteer is allowed to drive Four Winds Community designated vehicles. A booking sheet must be filled in prior to using a designated vehicle. Volunteer coworkers may be allowed to drive residents after being at Four Winds Community for 3 months. When using a Four Winds Community vehicle for personal use, a volunteer coworker is limited to driving within a one-hour driving radius of Four Winds Community for the first 6 months. After 6 months, a volunteer coworker may drive longer distances with permission from Four Winds Community authorized staff.

Private vehicles are permitted on site only if appropriate insurance (*standard \$100,000/\$300,000 auto liability insurance*) is obtained and a waiver of liability holding Four Winds Community harmless from any and all liability is signed by the owner(s). Volunteer coworkers are responsible for any and all damage or repairs to a Four Winds Community vehicle resulting from their negligent driving. If a Four Winds Community volunteer, through negligent driving, wrecks a Four Winds Community vehicle, that volunteer is responsible for replacing the vehicle with one of equal value and make. Driving in the USA is very different from driving in other countries, and all driving policies are in place to ensure maximum safety.

Finances. Volunteer coworkers live at Four Winds Community and participate in the financial and economic life of the community in accordance with Four Winds Community guidelines and policies. At present, a volunteer coworker receives \$200.00 in pocket money per month for basic life needs as well as \$15.00 worth of long distance calls per month. In effect, the basic needs of volunteer coworkers, including room and board, are covered by Four Winds Community. *All personal financial obligations, such as loans, debts, and dependents, remain the responsibility of the volunteer coworker.*

Airfare. The applicant is required to purchase a valid open return ticket. Four Winds Community cannot finance any major travel expenses.

What To Bring (and Not Bring). Personal belongings and complete outfits of clothing for all seasons (cold winters, hot summers) are needed, and the applicant should make arrangements to have any missing clothing sent from home. No bedding is needed. TVs and pets are not allowed.

Medical and Dental Requirements. An applicant must have a physical examination by a licensed doctor prior to starting volunteer service. This examination must certify that the applicant is in good physical and emotional health; is free from communicable and/or infectious diseases; has a negative tuberculin (TB) skin test, Mantoux method; and does not have any condition that would contraindicate living with and caring for adults with special needs. An applicant must also have an examination by a licensed dentist prior to starting volunteer service. This examination must certify that all necessary and required dental work has been completed. Four Winds Community also requires volunteer coworkers to carry adequate medical and accident insurance for the first 12 months of their volunteer service.

Visas. Applicants from foreign countries must obtain the applicable visa prior to coming to the United States.

At least 4 weeks before starting volunteer service, all applicants who have been accepted into the Voluntary Service Program must send their medical and dental certificates (including the result of the tuberculin skin test, Mantoux method), as well as proof of their health and accident insurance, to Four Winds Community.

These guidelines may be updated or modified periodically to incorporate changes in Four Winds Community operating policies, state or local laws or regulations, or federal laws or regulations. The most recent version of these guidelines shall be binding to the Four Winds Community Voluntary Service Program Volunteer Coworker Contract.
