



Episcopal Church Home

7/10/18

Hello,

My name is Ashley Alexander and I am the Volunteer Coordinator at Episcopal Church Home. With the new school year beginning soon, I wanted to take the time to introduce myself and give you information for our volunteer program to distribute to student.

Episcopal Church Home is a non-profit long-term living community for the elderly that has been in Louisville since 1881. Every year, we rely on volunteers, many of whom are high school students. As a youth volunteer, students assist our activities team with special programs and events that are held daily for our residents. Bingo, ice cream socials, birthday parties, contests, baking activities, sing-alongs, and chapel service are just a few examples our volunteers help with. Those more comfortable with a less hands-on experience assist our administration department with office/clerical work which helps to build skills needed in the future.

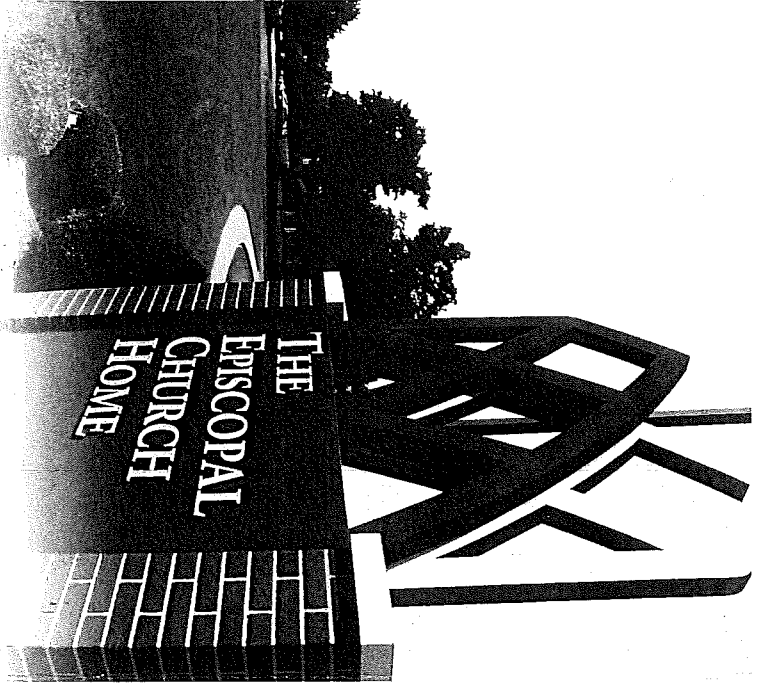
Our volunteer program is structured around the volunteer's availability which makes it easy for youth with demanding school schedules to volunteer when they are available. We also keep track of each individual's volunteer hours which can be used for college applications.

I've included a few volunteer applications with step by step instructions for how students can join our wonderful volunteer program. I've also included a few brochures that can be distributed to students as needed. We are considered a healthcare facility, so the state does require us to do 2-step TB screening of all volunteers; however, we offer this service free of charge.

I look forward to working with students from your school in the near future! Please feel free to contact me if you have any questions at all. My contact information is on each application and brochure if students have any questions.

Best Regards,

Ashley Alexander
Administration & Volunteer Services Manager



Founded in 1881, The Episcopal Church Home has always embraced its mission to enhance the quality of life for adults through a caring, Christian community.

The Episcopal Church Home offers a variety of volunteer opportunities for those interested in participating in a loving, giving, faith-filled atmosphere while serving others. Each year, our incredible volunteers donate thousands of hours of loyal service that helps improve the lives of the older adults we serve.

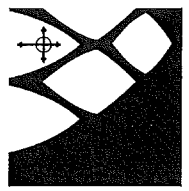
BECOME A VOLUNTEER TODAY!

We could not deliver our mission without the loving support of our dedicated volunteers. We welcome all ages, backgrounds, faiths, talents and interests to help us make life wonderful for older adults.

For more information, please contact:

Ashley Alexander
Administration & Volunteer
Services Manager
AshleyA@echky.org
502.736.7801

You may also pick up a volunteer application from the reception desk.



THE
EPISCOPAL CHURCH
HOME
SINCE 1881

ALL FAITHS WELCOME

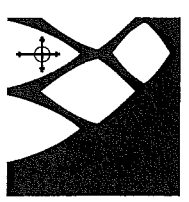
7504 Westport Road
Louisville, KY 40222

EpiscopalChurchHome.org

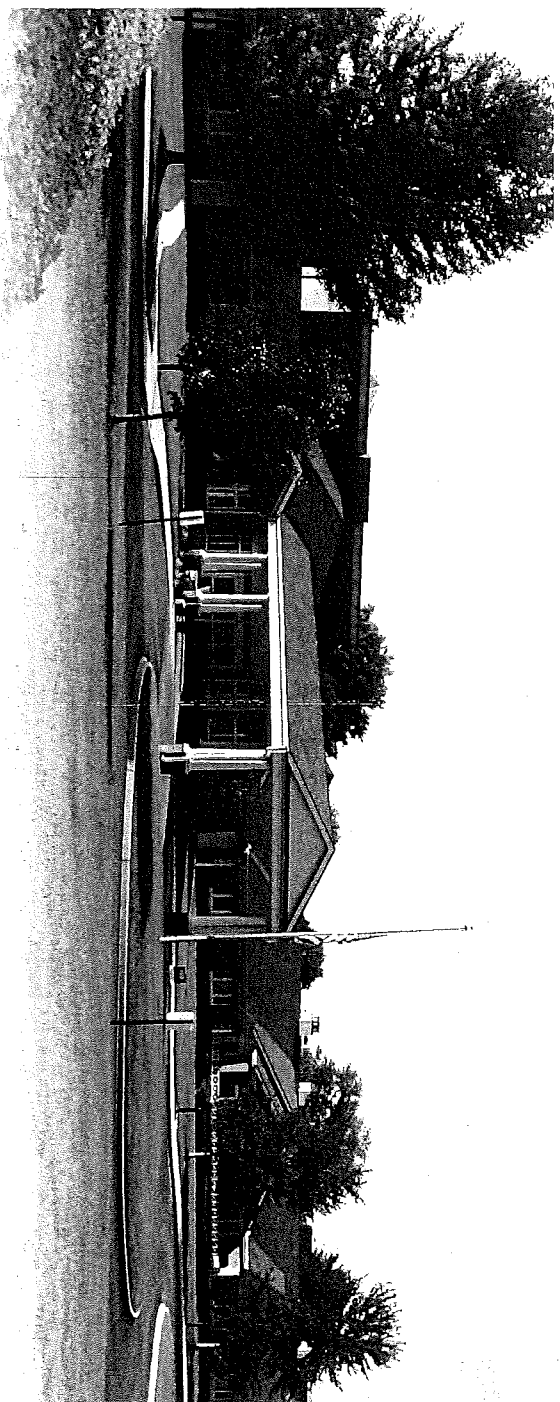
It's one thing to care, it's another thing to share.



VOLUNTEER
OPPORTUNITIES



THE
EPISCOPAL CHURCH
HOME



Volunteer schedules can easily be tailored to meet diverse interests and changing availability, with the flexibility to accommodate each person's individual needs. Many of the jobs we have are shared among several volunteers. Here is a sample of the volunteer jobs available:

Resident Activities - Each month, our resident newsletter and activity calendar is posted online at our website, www.EpiscopalChurchHome.org. Volunteers can schedule their hours around the activities in which they would like to participate.

Gift Shop - Assistance in our gift shop is always welcomed. Volunteers can help with inventory, stocking items, sales, and aiding residents with purchases.

Mail & Flower Delivery - Assist with sorting and delivering mail and fresh flowers to residents.

Gardening - Help residents with establishing and tending gardens in the courtyards, as well as caring for some indoor plants.

Pet Care - Assist staff and residents with routine care of our neighborhood dogs and cats. You're also welcome to bring in a registered service animal to visit with residents.

Beauty Salon - Escort residents to and from the salon and assist the beauty shop attendants as needed.

Business Center - Assist residents with making copies, writing letters, sending e-mails, etc. The computer lab is a great way for teens to be involved. There are also opportunities to assist the administrative office with clerical support.

Programs - Assist staff with conducting planned resident programs ranging from crafts, games and wine & cheese night to organizing special entertainment and outings. As a volunteer, you may also share your talent!

St. Luke's Chapel - Join us for worship. On Tuesday, Wednesday and Sunday mornings, volunteers help escort residents to and from St. Luke's Chapel and/or assist during the service.

Visitors - Friendly visiting with our residents is a rewarding opportunity to spend time with those who don't have a strong family support network. Volunteers are encouraged to have one-on-one visitation with guests. Reading, playing games, or simply having a conversation can make someone's day.

It is YOUR Episcopal Church Home, with over 180 residents who are the parents, grandparents and great-grandparents of our community. We invite you to explore how you might give something back to those who have been such a blessing.

WHO CAN VOLUNTEER?

We welcome any caring individual 14 years of age or older who has a passion for serving older adults. You may be a student needing to fill volunteer hours for graduation, a working adult with a few hours to spare in the evenings and on the weekends, or a retiree looking to share time with others. You might just be searching for an opportunity to give back to those who enjoy your company the most. Whatever your reason or desire for volunteering, we will work with you to find the best match for your particular talents and interests.



Volunteer Application Process

1. Complete volunteer application and have a parent or guardian sign it.
2. Turn application form in to Ashley Alexander (keep TB form)
3. Bring completed TB form with you to ECH when you come in to have your first TB test administered*. (We prefer that you come in on a Monday or Wednesday between 8am & 3pm. You do not have to schedule an appointment.).
4. Come back 2 days after you've had the TB test administered and have your TB test read. **Be sure to get a copy of your filled out form.**
5. Wait 2 weeks then come in to have your 2nd TB test administered.
6. Contact Ashley Alexander to schedule your orientation. Orientation will take about an hour. Most people schedule it for the day they came in to have their final TB test read.
7. Come back in 2 days to have your TB test read (and attend your scheduled orientation if possible. If I am unavailable the day/time you come in, you'll need to schedule it for a different day.).
8. Turn in a copy of your completed 2step TB form to Ashley Alexander. You can send it via email or leave it at the front desk.
9. Begin volunteering!

***You will be given a copy of your filled out TB form each time you come in.
Please retain this for your records.**



Episcopal Church Home

Youth Volunteer Application

Please return this completed form to **Ashley Alexander** by 1) email at AshleyA@echky.org,
2) regular mail at 7504 Westport Rd, Louisville, KY 40222, or 3) in person at The Episcopal Church Home

Personal Information

Name:

First

MI

Last

Date

Cell Phone: () -

Personal Email Address:

Address:

Street

City

State

Zip Code

Date of Birth:

Age:

Sex:

M / F

Emergency Contact Information

Name:

Relationship to you:

Cell Phone: ()

Parent or gaurdian consent for annual TB testing:

☒

**All volunteers over the age of 14 must complete a 2 part TB screening*

Signature

Volunteer School Information

What school do you attend?

Are you required to submit your volunteer hours? Y / N

If yes, who is your school contact?

Name

Contact phone or Email address

TB Screening Information

Please complete and return the volunteer application (top page), which must be filled out completely with a parent or gaurdian's signature. You will keep the second page, fill it out, and bring it in with you when you get your state required TB tests. We administer the TB tests free of charge at ECH, preferably on Mondays and Wednesdays. The 2 step process takes 2 weeks. After you have completed your 2 step TB test, you will need to schedule a brief orientation with me and then you'll be able to volunteer at any time. Please feel free to contact me if you have any questions. I look forward to speaking with you soon.

Ashley Alexander

Administration and Volunteer Services Manager

EPISCOPAL CHURCH HOME TUBERCULOSIS SCREENING RECORD

Volunteer Name: _____
LAST
FIRST
MI

Date of Birth: _____ Cell Phone Number: _____

Email Address: _____

| Yes | No | Section 1. The Volunteer completes the following questions related to TB history or any symptoms. If this is an annual update for an ECH employee and you have had a previous positive PPD, only complete (f). |
|-----|----|---|
| | | a. Have you ever had a positive tuberculosis skin test (PPD)? If yes, did you have a chest x-ray? (Please provide a copy). |
| | | b. Have you ever been given medicine(s) to prevent or treat active tuberculosis? If yes, which medicine did you take? For how long? |
| | | c. Have you ever had a BCG (immunization for tuberculosis)? If yes, how old were you? |
| | | d. Have you ever had close contact with a person with active tuberculosis? |
| | | e. Have you traveled to or lived in another country for more than 2 months in the last 10 years? If yes, which country? |
| | | f. Have you recently had any of the following symptoms for no good reason? (Please circle all that apply) <div style="display: flex; justify-content: space-between; font-size: small;"> Night Sweats Fatigue Unexplained Fever Unexplained Weight Loss </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Poor Appetite Coughing up blood Cough for more than 3 weeks </div> I understand that I am to report any signs/symptoms of tuberculosis as listed above to the Infection Control Nurse or my direct Supervisor immediately. |

Section 2. The Nurse will administer the PPD skin test and complete the following information.

- A. Date Administered: _____ Site: _____
- B. Lot #: _____
- C. Signature: _____
- D. Date Read: _____
- E. Results: _____
- F. Signature: _____

Two Step PPD (if indicated):

- A. Date Administered: _____ Site: _____
- B. Lot #: _____
- C. Signature: _____
- D. Date Read: _____
- E. Results: _____
- F. Signature: _____

If PPD is Positive:

Chest x-ray results: _____

Referral to the Tuberculosis Clinic for counseling or treatment for skin test > 10mm

Date: _____ By: _____

Volunteer Signature: _____ **Date:** _____