

Freedom In Action Volunteer Program



Website: freedomhousepc.org



Freedom In Action Volunteer

Prospective Volunteer Application Packet

Instructions: Complete the following forms and return to the Volunteer Coordinator

In Person: 1149 Fort Worth Hwy, Weatherford, TX 76086
(across street from Sims Lumber)

By Mail: P.O. Box 1626, Weatherford, TX 76086

By Fax: ;817 596-4369

By E-mail: kyrstenc@freedomhousepc.org

Volunteer Application

Please note: This application is designed to help you clarify your goals in volunteering and will aid you and staff members in assessing your skills and interests in order to match you to an appropriate

Freedom In Action Volunteer Program

- Why would you like to volunteer with Freedom House at this time?

- How did you learn about Freedom House?

- What do you hope to gain from your volunteer experience at Freedom House?

- Please describe any past or present volunteer work and any formal or informal training you have received.

- What personal strengths will you draw upon when working with individuals in crisis?

- What special concerns do you have about working with survivors of domestic violence and/or sexual assault?

- What is your experience or familiarity with the issues of domestic violence and sexual assault (i.e. training, course work, counseling or personal experience)?

- Do You write or speak any languages other than English or know American Sign Language?

Yes _____ No _____

If Yes, what _____

Volunteer Preference - Please check appropriate area:

_____ Outreach _____ Shelter _____ Where Needed _____

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IV. Volunteer Interests

Please check the skills and interest that you have that you would be willing to use as a volunteer

	Assist with Special Functions (Fund Raising, Silent Auction, Special Projects)
	Awareness - Community Outreach (Assist with Outreach tables at businesses/health-informational fairs. First Monday, Rodeo, etc.)
	Bilingual - Specify _____
	Court Advocacy/Accompaniment
	Crisis Intervention/Hotline Advocacy
	Data Entry (Access, Excel)
	Food Bank Driver
	Legal Advocacy
	Maintenance (changing filters, light bulbs, etc.)
	Newsletter (folding, separating, mailing, etc.)
	Office/Client Services (Reception - answer phone/greet clients/guests, etc.)
	Prevention - Community Education (Assist with Special Programs presented in Parker County schools/college, etc.)
	Sexual Assault Advocacy (On-Call as needed)
	Women's Group - P.E.A.C.E.
	Yard Work

At Freedom House, we welcome volunteers with a variety of talents and interests as they may be of assistance to our clients in some way. Please list any additional skills below so that we may find (or create!) a position that fits you!

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V. Background Information

If employed, please list your current employer

Employer: _____

Address _____ Phone # _____

Position _____ Dates: From _____ to _____

Supervisor Name _____ E-Mail _____

Position _____ Dates: From _____ to _____

Supervisor Name _____ E-Mail _____

VI References

Please list three (3) individuals who would be willing to serve as reference for you.

Please note: Only one (1) reference may be a family member.)

Name	E-Mail (required) or	Mailing Address & Telephone #

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge. I acknowledge that FREEDOM HOUSE selects volunteers without regard to race, gender, religion, national origin or disabilities. I certify that I will not hold FREEDOM HOUSE responsible for injuries or accidents that occur while I am on duty as a volunteer or performing services on behalf of FREEDOM HOUSE>

Volunteer Signature _____ Date _____

Volunteer Printed Name _____

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Volunteer Code of Ethics

1. Volunteers providing direct client services shall maintain the client's interest as their primary responsibility.
2. Volunteers should respect the privacy of clients and maintain confidentiality at all times regarding information obtained while providing services, except as otherwise required by law or judicial order.
3. Personal client information should not be disclosed without written consent of the client or the client's legal representative, except in those circumstances in which not to do so would result in clear danger to the client and others.
4. Client confidentiality must be maintained throughout the work place.
5. Volunteers shall avoid dual relationships with clients. Volunteers shall not conduct any relationship with the client other than assigned by Freedom House or violate the position of trust in any manner, which might be detrimental to the client.
6. Volunteers may not discriminate against clients on the basis of sex, age, race, creed, color, national origin, religion, marital status, disability, sexual orientation, political affiliation, or source of income.
7. Volunteers recognize their boundaries of competence and provide only those services, and use only those techniques, for which they are qualified by training experiences.
8. No smoking or use of tobacco products is allowed within 30 feet of any Freedom House property.
9. Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated while volunteering for Freedom House
10. Volunteers shall not abuse children or adults, including the following:
 - Physical abuse: striking, spanking, slapping, shaking;
 - Verbal abuse: humiliating, degrading, threatening;
 - a. sexual abuse: including inappropriate touching and exposure;
 - b. mental abuse.
11. Volunteers shall not use profanity in the presence of children or parents.
12. Monetary and expensive gifts to volunteers are prohibited.
13. Volunteers will portray a positive role model by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact, and maturity.
14. Texas State Law requires that all citizens report any suspect abuse or neglect to a child to the Texas Department of Protective and Regulatory Services and law enforcement agency.
15. I understand that as a volunteer for Freedom House, I will be subject to a background check, including my criminal history.

I understand that any violation of this code may be grounds for removal as a volunteer.

Applicant Signature

Date

Freedom In Action Volunteer Program



1149 Fort Worth Hwy
P.O. Box 1626
Weatherford, TX 76086
817.596-7543

VOLUNTEER CONFIDENTIALITY STATEMENT

- I understand that any client information that I have obtained while fulfilling my duties as a volunteer of Freedom House will be kept strictly confidential by me. Confidentiality means that I will not discuss or release the identity, circumstances, nor any information that may indicate whether a person is or has been a client of Freedom House unless the client has given written consent for me to do so.
- I agree to maintain confidentiality regarding Freedom House clients even when I am no longer a Freedom House Volunteer.
- I further understand the following limitations to the Freedom House Confidentiality Policy. Freedom House has an obligation to release pertinent information to the proper authorities in the following circumstances:
 - Records subpoenaed by the court;
 - In the case of reasonable concern of harm to a client or to someone else;
 - Any report of suspected abuse, neglect, or exploitation of a child, elderly or disabled person.
- I agree to discuss all situations with a staff member before any information is released.

The above was discussed with me and I have received a copy of the information.

Volunteer _____ Date _____

Cell Phone: _____ (volunteer)

Staff Member _____ Date _____