

Internal Use Only

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Start Date:



VISION HOUSE

## Volunteer Application

Thank you for your interest in volunteering with Vision House. The following information is confidential and will only be shared with appropriate Vision House staff members. Please read all documents carefully before filling out or signing. **Any questions regarding this application or other enclosed forms should be directed to Kristi Slattery, Volunteer Coordinator, at 425.228.6356 or kristis@vision-house.org.**

### Volunteer Program Purpose:

Vision House offers meaningful volunteer opportunities to the community with the goal of increasing our capacity to serve the poor and homeless and help promote positive transformation of their lives.

We provide these meaningful volunteer opportunities through the promotion of our core values of Christ-centered integrity, helping and service, achievement, respect, and teamwork. The Vision House Volunteer Program also helps facilitate relationships in the community that generate additional support and public awareness of Vision House.

Volunteer Position of Interest: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

E-mail: \_\_\_\_\_ Phone \_\_\_\_\_ Best Contact: Phone/Email

Address: \_\_\_\_\_  
Street/P.O. Box City State Zip Code

Date of Birth: \_\_\_\_\_ Male/Female? \_\_\_\_\_

Spouse's Name (if applicable): \_\_\_\_\_ How long married: \_\_\_\_\_

Do you have Children? Yes/No Names and ages: \_\_\_\_\_

Employer (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Year Graduation: \_\_\_\_\_

College: \_\_\_\_\_ Year Graduation: \_\_\_\_\_

College Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Are you attending school now? Yes/No If yes, how many credits are you taking and where? \_\_\_\_\_

Work Experience: \_\_\_\_\_

Volunteer Experience: \_\_\_\_\_



Please provide two character references. If applicable, include one work reference:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Address: \_\_\_\_\_

Do you have any medical concerns Vision House should know about?

Have you ever been accused of or convicted of any form of child abuse? If yes, please describe:

Are you active in any churches, clubs or associations? If so, please list by name:

Why are you interested in becoming a Vision House Volunteer?

What type of volunteer experience are you looking for?

What do you feel you most have to offer as a volunteer?

What is your time availability? (Days and Hours) Where does volunteering fall in your priorities and time?

How did you hear about Vision House and our volunteer program? Please Circle all that apply:

Newspaper    Radio    TV    Internet    Friend/Relative    Other: \_\_\_\_\_

Is there any thing else you would like to tell us about yourself?



## VISION HOUSE OVERVIEW

### **Who We Are**

Vision House is a Christian non-profit that provides transitional housing and support services to homeless mothers and their children, and separately to men recovering from drug or alcohol addiction, helping them achieve independence and self-sufficiency within two years.

### **Our Mission**

To follow our Lord and Savior Jesus Christ in working with the poor and homeless to promote positive transformation of their lives.

NOTE: Although Vision House was founded on Christian principles and beliefs, there are no mandatory spiritual activities for residents and Vision House does not discriminate against housing applicants on the basis of race, color, religion, national origin, gender, age, familial status, sexual orientation, or physical or mental disability.

### **Core Values**

#### CHRIST-CENTERED INTEGRITY

We value honesty, perseverance, courage, spiritual growth, and forgiveness based on biblical principles.

#### HELPING AND SERVICE

We value advancing an organization of service to address the issues surrounding homelessness, poverty and abuse.

#### ACHIEVEMENT

We value a passionate, competent team and encourage a high level of personal and professional growth and satisfaction.

#### RESPECT

We value family and community, and embrace diversity as we maintain the integrity of our mission based on biblical standards.

#### TEAMWORK

We value authentic leadership and intentional communication creating a safe environment where individuals are empowered to use their calling, gifts and talents to work together toward our common goals.



**BACKGROUND CHECK AUTHORIZATION**  
**VISION HOUSE**

VH may employ, or contract with, or accept as a volunteer, on a conditional basis, any person pending a background check, if the agency requests the background check within three (3) business days of the conditional employment. Each prospective employee/volunteer shall be advised of the requirements for a background check.

Prior to employment, or volunteering, or within three (3) business days, a background check through the Washington State Patrol shall be made on all prospective employees and volunteers of VH to ensure the safety and protection of all vulnerable persons. The prospective employee or volunteer shall be advised of the background check and will sign an acknowledgment that a background check will be made. The employee or volunteer will be verbally informed of the results within ten (10) days of the receipt of the results and a copy shall be offered to them.

The Administrator shall not hire or retain, directly or by contract, any person to be associated with the agency who would have direct contact with a vulnerable adult and who has been convicted of a crime against person, convicted of a crime relating to financial exploitation, or who has been found guilty of abusing or exploiting a vulnerable adult either through the final decision of any disciplinary board or by any court in a protection proceeding.

Should an employee or volunteer of VH be charged with criminal conduct against a vulnerable person, that employee or volunteer shall be either suspended without pay or dismissed from volunteer duties pending further investigation.

A “vulnerable person” means any individual who is a child, developmentally disabled person, vulnerable adult, or senior citizen.

Prospective employees shall not be excluded from employment based on former alcohol or drug use, former dysfunction, or former criminal convictions except as provided above.

The Administrator shall complete a background check on any person associated with the agency if there is reason to believe that offenses have occurred since the completion of the original background check. The Administrator shall keep the background check inquiry responses and disclosure statements secure and confidential, ensure that these responses and statements shall be used for employment purposes only and that they not be disclosed to any person except to the person named in the background check and authorized state and county employees, and that they be retained for at least two (2) years following termination of employment.

I understand and authorize a background check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**VISION HOUSE**  
**CONFIDENTIALITY STATEMENT**

**CONFIDENTIALITY**

All client medical and financial records, employee and volunteer records, financial and operating data of the agency, and any other information of a private or sensitive nature is considered confidential. Confidential information should not be read or discussed by any employee unless pertaining to his or her specific job requirements. Discussions of confidential information must take place in private settings away from clients or members of the public. Employees must not discuss or reveal confidential information to friends or family members. Employees must not discuss or reveal confidential information to other employees without legitimate need to know. The disclosure of a client's presence in the office or program may indicate the nature of the confidential matter and compromise confidentiality.

The unauthorized disclosure of confidential information by employees can subject the agency to legal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.

**EMPLOYEE/VOLUNTEER CONFIDENTIALITY STATEMENT**

I hereby acknowledge, by my signature below, that I understand that the client's program, medical and financial information, records, and data to which I have knowledge and access in the course of my employment with Vision House is to be kept confidential, and this confidentiality is a condition of my participation as a volunteer or employment. This information shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. The approval of the Executive Director, Susan Camerer should first be obtained before disclosure is made. The unauthorized disclosure of client medical and financial information, records and data is grounds for disciplinary action, up to and including immediate dismissal.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee/Volunteer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Supervisor's Signature



**VISION HOUSE**  
**DRUG AND ALCOHOL POLICY**

VH shall maintain a drug-free work place policy, which includes a philosophy of non-tolerance of illegal drug-related activity. Each staff person (including volunteers) shall be advised and required to conduct him or herself both on and off the job in a manner, which promotes the goals, objectives, and philosophy of VH.

All employees or volunteers will be advised of the drug-free work place policy and that there will be no illegal drug-related activity allowed on the part of clients or staff. Any client or staff member or volunteer caught using or distributing illegal drugs will be immediately discharged from the agency or from employment.

If any staff member has an accident on the job, has a high or unusual rate of absenteeism, or behaves in a manner, which is unusual or out-of-the-ordinary for him or her will be subject to a urinalysis test to determine if they are under the influence of any alcohol or mind-altering chemical.

An employee or volunteer may be suspended, terminated or dismissed from his or her position for using alcohol or other mind-altering chemicals while on the job, including prescribed medications if they impair job performance or safety. A doctor's prescription for a medication being used must be made available upon request of the Administrator or designate.

Any chemical dependency counselor, counselor intern, or volunteer case manager who violates the drug-free work policy shall be immediately terminated or dismissed from duty and reported to the Department of Health.

- If an employee or volunteer does not report for a scheduled urine test, that will be grounds for suspension, termination or dismissal from duty.
- If a urine test is positive for alcohol and /or other drugs, the employee or volunteer will be terminated or dismissed.
- Employees shall be advised of the following definition of *misuse or abuse*:
  - a. The receipt of a DUI or Physical Control charge
  - b. The use of alcohol or drugs while on the job.
  - c. Behavior as a result of alcohol or drugs that endangers others.

I understand this policy and will comply.

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Signature of Employee/Volunteer

Date



**VISION HOUSE**  
**STATEMENT OF FAITH**

Signing this statement of faith is only required for volunteers who will be working directly with our residents. There are many volunteer positions that don't require the signed statement of faith. Please refer to the Volunteer Opportunities page for details.

1. We believe In God, Creator and Lord of the Universe, the co-eternal triune God: Father, Son and Holy Spirit.
2. We believe that Jesus Christ, God's Son, was conceived by the Holy Spirit, born of the virgin Mary and lived a sinless life. He died on the cross, removing our guilt and reconciling us to God. He rose bodily from the dead and ascended into heaven where He is the only mediator between God and man.
3. We believe the Bible to be the inspired, the only infallible, authoritative Word of God, that all Scripture is inspired by God and is profitable for teaching, for reproof, for correction, for training in righteousness, that the believer may be adequately equipped for every good work.
4. We believe all people are created in the image of God, born sinners, incapable of returning to God except through salvation by grace, through faith in Christ Jesus alone.
5. We believe the Holy Spirit persuades us to repent of our sins, renews our hearts, and causes the Church and its people to grow in Christian maturity.
6. We believe in one holy, universal and apostolic Church, which is called to worship God, preach the Gospel, make disciples, promote righteousness and justice, and relieve human suffering.
7. We believe that Christ will return to raise the dead, judge all people and establish His glorious kingdom.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Vision House Volunteer Skills Inventory

### **Childcare**

- Experience working with children
- Ability to lead craft, games or other activities
- CPR certification
- First aid certification
- Ability to teach skills/hobbies
- Ability to lead field trips
- Ability to chaperone field trips
- Tutoring experience
- Teaching experience

### **Communication Skills**

- Pleasant telephone voice
- Public speaking
- Working with the media
- Foreign Language (please specify):  
\_\_\_\_\_

Writing, proofreading, editing, etc.

Other \_\_\_\_\_

### **Computer Skills**

- Data Entry
- Database Operation
- Desktop publishing
- Microsoft Access
- Microsoft Excel
- Microsoft Word
- Photoshop
- Graphic Design
- Web browsers/research
- Computer repair
- IT Services
- Other \_\_\_\_\_

### **Office Skills**

- Filing, sorting, etc.
- Answering phones
- Bulk/mass mailings
- Copier, fax, etc.
- Other \_\_\_\_\_

### **Outdoor Maintenance**

- Weeding, raking, sweeping, mowing lawns, etc.
- Pruning
- Landscaping
- Gardening
- General clean-up
- Exterior Painting
- Other \_\_\_\_\_

### **Indoor Maintenance**

- Cleaning, household chores
- Interior painting
- Appliance repair
- Electrical
- Carpentry
- Plumbing
- Flooring installation
- Interior Design, decorating
- Other \_\_\_\_\_

### **Professional Services**

- Medical Care
- Dental Care
- Optical
- Legal Services
- Accounting
- Crisis Counseling
- Social Work
- Auto repair or maintenance
- Hairstylist
- Other \_\_\_\_\_

### **Work Environment**

- Ability to lift 20 pounds
- Attention to detail
- Enjoy working alone
- High level of patience
- Enjoy working with others/in a group
- Enjoy researching special projects
- Other \_\_\_\_\_



## Vision House Volunteer Opportunities

**\*\*After School Program** – Supervise, talk with, and play with kids when they get home from school. Tuesday and Thursday afternoons from 3:00 - 5:30 PM.

**\*\*Children's Activity Night** – Help with childcare once a month on Tuesday evenings from 6:15 - 8:30 PM, depending on your availability. The children range from newborn to sixteen years old and are full of energy. Activities include leading/helping the children in craft projects, tutoring and outdoor play.



**\*\*Tutoring** – Help VH kids with their homework on Thursday nights from 6:30 - 7:30 PM.

**\*\*Child Care** – Provide Child care for one family during counseling session for mom. Work with one other volunteer to provide supervision and activities for the children. Wednesday evenings.

**\*\*Movie Night Assistant** – Assist Child Advocate during movie night. One Friday night per month. Schedule varies.

**\*\*Prayer Team** – The prayer team members receive Vision House prayer requests via e-mail. People can pray either individually or with a group.

**Food Donations** – Donate snacks for weekly children's programs.

**Adopt-A-Room** – Work with VH house manager before new residents move in, setting up or re-designing rooms. Helping with necessary remodel work (i.e. painting, appliance replacement, etc.). When VH resident moves out, help solicit household donations from people in the community to furnish resident's new home. New apartments – organize the purchase or donation of items to fill an empty, new apartment.

**Donation Sorting and Organizing** – Help sort and organize donations before the residents have access to them.

**Office Assistance** – Weekly help is needed on special projects such as newsletters, fundraising events, and mailing assistance.

**Mail Team** – Periodic help is needed on mailings, stuffing envelopes, labeling newsletters etc.

**Phone Calls** – Periodic help is needed making phone calls for Vision House.

**Computer Assistance** – Help is always needed with maintaining our computers, both the computers for our administrative staff and our residents.



Event Lead – Schedule varies with events. This volunteer would help Vision House plan for our ever-increasing fundraising goals. Some ideas include a golf tournament, car wash, dinner party, BBQ, walk-a-thon, skate-a-thon, and musical/theatrical performances. Other ideas are definitely welcome. We also have table captains who agree to host a table by inviting guests to an event.

Maintenance – Help with maintenance of the apartments, including carpentry, general repairs, lawn maintenance, plumbing, moving appliances, and furniture. We also need skilled laborers for Vision House building projects.



Landscaping and Lawn Care – yard maintenance at the Vision House facilities in north Renton.

Auction – We will need volunteers willing to contact businesses and ask for donations. Contact can be made in person, by phone, or e-mail—the purpose is to establish a contact person to direct your written request to.

Christmas Trees – November/December

Vision House calls businesses and churches about hosting a giving tree to collect gift cards for Vision House families. Volunteers help organize project, deliver trees after Thanksgiving and pick up trees and donated gift cards before Christmas.

Fundraising – Individuals with skill in seeking out funding sources and/or writing grant requests are needed. These persons should have good computer skills, and would assist the Director of Development in preparing grants to foundations and corporations to raise funds for the ministry. Grant writing experience is not necessary, but good writing skills are.

Volunteers can also organize and conduct their own fundraising events on behalf of Vision House. Car washes, bake sales, and similar events are great ways to raise funds and awareness for Vision House!

**Other--This list is just a guide. If you have special gifts or talents that you would like to use to bless Vision House and our residents, please call the volunteer coordinator to discuss how your talents might be put to work.**

\*\* Requires signed Statement of Faith