



J. D. McCarty Center
for children with developmental disabilities

Volunteer Handbook



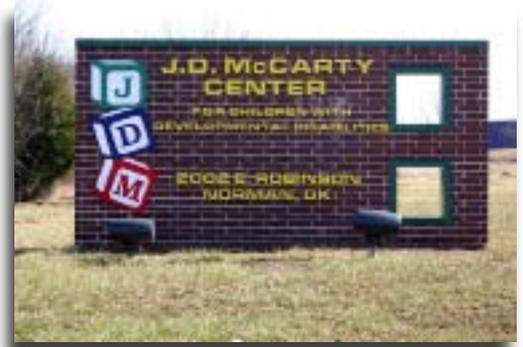
“The kids bless our lives every day.”

— Vicki Kuestersteffen,
Director and CEO of the J.D. McCarty Center

“Volunteers are the only human beings on the face of the Earth who reflect this nation’s compassion, unselfish caring, patience, and just plain love for one another.”
 — Erma Bombeck

Index

- Page 3 — Welcome
- Page 4 — About the center
- Page 5 — Volunteer process
- Page 6 — Volunteer requirements
- Page 7 — Volunteer requirements
- Page 8 — Volunteer requirements
- Page 9 — Volunteer opportunities
- Page 10 — Camp ClapHans
- Page 11 — Volunteer certification
- Page 12 — Volunteer comments
- Page 13 — Good times at JDMC



The J.D. McCarty Center for children with developmental disabilities is a pediatric rehabilitation hospital. The center is a state agency. This publication was authorized by Vicki Kuestersteffen, director and CEO of the McCarty Center. This volunteer handbook was prepared and distributed at no cost.

Dear volunteer,

Welcome to the J.D. McCarty Center. Thank you for your commitment to volunteer here. Our children will enjoy their time with you and what you have to offer them. I believe you will learn what we are about and you will learn valuable lessons from our children. I also believe this experience will enhance your knowledge about developmental disabilities and your admiration for the children we serve.

You will become a role model to our children and get to know their different personalities. You will develop a bond that will be unbreakable and your affection for the kids and the center will continue to grow even after you have completed your time with us. I know this because I experience these feelings with every child who enters our doors for services.

Your time at the center will change your life and you will never forget what you learn here. I wish you all the best and hope that the McCarty Center will forever be in your heart. Also, please know that I am always available if you have any questions, comments or concerns.

Sincerely,
 Jennifer Giamelle, volunteer coordinator



Benefits of volunteering

- Make new friends and contacts
- Increase your social and relationship skills
- Learn or develop skills
- Teach your skills to others
- Gain work experience
- Build self-esteem and self-confidence
- Improve your health
- Feel needed and valued
- Strengthen the community
- Connect to others
- Find fun and fulfillment
- Make a difference in someone’s life

SOURCES: United Way and the Corporation for National and Community Service





About the McCarty Center

The center, founded in 1946, is a specialized pediatric rehab hospital for children with developmental disabilities. We serve children from birth to age 21 and we offer a positive environment where children and their families are encouraged and empowered. The center provides medical care and physical, occupational, speech and language therapy for children on an inpatient and outpatient basis. The services are tailored to meet the unique needs of children with developmental disabilities.

The McCarty Center was founded by the 40 et 8 of Oklahoma — a Veterans group — to offer treatment to children with cerebral palsy. The center takes its name from the late J.D. McCarty, a state legislator whose support helped pave the way for the center's expansion and designation as a state agency in 1948.

Initially, the center treated one disability — cerebral palsy — and now treats more than 100 disabilities.



Mission statement

The McCarty Center's mission is to provide a comprehensive service program to Oklahoma's children and to advocate for the needs of children with developmental disabilities by increasing awareness and supplementing services in all communities.

How to become a volunteer

- ✓ Complete a volunteer application form. You will need to set up an appointment with Jennifer Giamelle, the volunteer coordinator, to learn about the current opportunities available. She can be reached at (405) 573-5342, from 8 a.m. to 4 p.m. Monday through Friday or by e-mail at jgiamelle@jdmc.org.
- ✓ Complete a criminal background check form.
- ✓ Schedule a tuberculosis skin test, which can be administered by your primary physician.
- ✓ Provide a copy of your immunizations for mumps, measles, rubella, chicken pox and the Tdap vaccine (combined tetanus, diphtheria and pertussis). If you received your Tdap vaccine prior to 2005, you will need a new vaccination. The Tdap vaccine is available at the Cleveland County Health Department. The vaccine is free and offered Monday through Thursday from 8 a.m. to 4 p.m.
- ✓ Complete HIPAA orientation. HIPAA — which stands for the Health Insurance Portability and Accountability Act — is a federal patient privacy regulation that McCarty Center employees and volunteers must know. The volunteer coordinator will arrange for you to take an online orientation course about HIPAA.
- ✓ Complete and return paperwork. Once all paperwork is submitted, you will schedule a time to meet with the volunteer coordinator to discuss your work schedule and meet with your supervisor.



Volunteer requirements

Age

The minimum age for volunteers is 16. Younger kids can volunteer in a group with five or more people and an adult who is supervising the group.

Group volunteers

A representative from the group needs to contact the volunteer coordinator to schedule an activity. Group activities usually take place at the center from 3:30 p.m. to 4:30 p.m. and from 6 p.m. to 7 p.m. Monday through Friday. The group representative will need to sign a confidentiality agreement prior to a scheduled activity. Groups are asked to arrive 10 minutes before the activity begins.

Ethical conduct

As a volunteer, you represent the McCarty Center so we ask that you conduct yourself in an ethical and lawful manner and follow the center's standards of conduct, policies and procedures.

Confidentiality

As a volunteer, you have a legal and ethical duty to maintain confidentiality about patients. Volunteers must not:

- Disclose confidential patient information
- Invade patients' right to privacy by asking why he or she is at the center
- Discuss information of a sensitive or confidential nature in public areas
- Take photographs of patients and/or their families
- Use center computers to access information for any other reason than to perform the job
- Disclose confidential information about center employees, donors, other volunteers or center business
- Violate any policy as outlined under HIPAA

Failure to observe the confidentiality policy may result in the volunteer's dismissal from the program.



Volunteer requirements (Cont.)

Reporting illnesses or absences

If you will miss work because of an illness or absence, you need to:

- Contact your direct supervisor.
- If you can't reach the supervisor, call or e-mail the volunteer coordinator.
- If you are unable to reach your supervisor or the volunteer coordinator, call the center's main number at 307-2800 and leave a message for your supervisor.

Appearance

Dress do's — Dress in clothes that have a casual but professional appearance. This can include khaki pants or blue jeans. The jeans must have no holes or fringes. Also, volunteers can wear shorts from April to October while working at the center. The shorts need to be an appropriate length. You will also be issued a badge that you will need to wear while working at the center.

Dress don'ts — No low-cut shirts, flip-flops or open-toed sandals. No clothing that advertises products or services that are inappropriate for children, such as alcohol or cigarettes.



Free lunch

As a volunteer, you can eat for free in the employee cafeteria. You must show your volunteer ID badge to the cashier at the end of the serving line. Lunch is served from 11 a.m. to 12:30 p.m. Monday through Friday.

Tracking your time

Your schedule will be recorded on a time and effort sheet that will be provided to you by the volunteer coordinator. Once you complete a timesheet, turn it into the volunteer coordinator. Here's an example of how to fill out the sheet:

Name	Date - M/D/Y	Time in	Time out	Total Time	Comments
Jane Smith	6/9/2011	9:00am	4:00pm	7 hours	Filing

“Volunteering can be an exciting, growing, enjoyable experience. It is truly gratifying to serve a cause, practice one’s ideals, work with people, solve problems, see benefits and know one had a hand in them.”
 — Harriet Naylor

Our expectations of you

- Have a positive attitude.
- Be reliable and responsible.
- Be courteous to patients and visitors in all areas of the center.
- Wear your volunteer ID badge while at the center.
- Notify your supervisor if you are injured while volunteering at the center. He or she will instruct you on the paperwork you will need to complete. Volunteers are not covered by workers’ compensation.
- Report any action you think might be abusive or neglectful to patients to the volunteer coordinator immediately. The coordinator can be reached by calling 307-5342 or by visiting Room 111 of the center.
- Refrain from discussing your personal life with a patient.
- Don’t remove a child from a wheelchair.
- Never give food or drink to patients without prior approval from a nursing, dietary, speech or occupational therapy staff member.
- Don’t smoke, chew or dip tobacco products while on the center’s campus. The McCarty Center is a tobacco-free campus.

Our commitment to you

We value your service to the center and want you to have a positive and productive experience while here. We also appreciate any ideas and suggestions you may have on how we can improve our volunteer program. You can share those ideas with the volunteer coordinator.

We have a variety of volunteer opportunities available. Here are a few of the ways you can get involved:

- Read/sing to the kids at the center
- Develop a project or activity to do with the children
- Host a dance or festival for our kids
- Help us plant a garden or help with landscaping the center grounds
- Become a mentor to one of our children
- Host a karaoke night at the center
- Develop a book club for the kids
- Design and decorate cards for patients
- Start a pen pal program with the kids
- Perform for the patients



Camp ClapHans

Volunteer opportunities will also be available with Camp ClapHans, a new summer camp for children with special needs that is being built on the center's property.

Volunteers will range from 16 years old to college age.

The camp will be for children ages 8 to 16. Some of the camp activities will include:

- Fishing
- Boating and canoeing
- Archery
- Arts and Crafts projects



Camp ClapHans



Volunteer certification

I certify that I have read and understand the volunteer requirements outlined in this handbook.

Volunteer signature

Date



What volunteers say about their experiences at the McCarty Center



"After volunteering at JDMC, I walk away feeling like I've actually accomplished something that helps people. It is the single most rewarding thing I do all day. Watching all of the children who are patients at JDMC is the biggest blessing. They all work so hard and they have such a great attitude."
— Andrea Williams

"It's been so much fun. It's really an amazing center and the kids are very special. It's very welcoming."
— Jenifer Sears



"Growing up with wonderful kids, like the ones at JDMC, taught me how to think of them as equals. Volunteering, to me, is the best experience I have ever had. I love to help other people. That's why I like to volunteer."
— Cassie Campbell

Good times at



Contact information



For more information about volunteering,
Contact:
Jennifer Giamelle, volunteer coordinator



Phone: (405) 573-5342

E-mail: jgiamelle@jdmc.org

Thank you for being a



at



J. D. McCarty Center
for children with developmental disabilities

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