

Long-Term Care Ombudsman Volunteer Application

Thank you for your interest in becoming a Long-Term Care Ombudsman Volunteer. This application is for those who wish to serve in an administrative or ***Recruitment and Screening Committee Role only***. Please completed the following application and return to:

The Office of the Long-Term Care Ombudsman
3855 Wolverine NE, Suite 6
Salem, OR 97305-1251
Or return via e-mail to: **info@ltco.state.or.us**

Date Completed: _____

Name (First and Last): _____

Street Address: _____

City: _____ State: _____ Zip: _____

County: _____ Preferred Phone Number: _____

E-Mail: _____ Means of Contact: ___ Phone ___ E-mail

Emergency Contact:

Name: _____ Phone: _____

Relationship: _____

Why do you wish to volunteer with us as a Recruitment and Screening Committee or an Administrative Volunteer?

Volunteer Experience				
Name of Organization	Type of Organization	Job Title	Start Date	End Date

Other Community Activities: _____

Past Work Experience (or attach resume)				
Employer	Job Title	Job Duties	Start Date	End Date

Other Employment: _____

Education and Certification		
Name of School	Areas of Study/Major	Diploma/Degree Earned

Other Certifications: _____

Are you a Veteran? _____

Branch of Service: _____

Do you speak any languages other than English: _____

Have you spent time (as a visitor, employee, volunteer or any other role) in nursing facilities, adult foster care homes, residential care facilities, assisted living facilities, or continuing care facilities? _____ Yes _____ No

Facility Experience		
Facility Name	Dates	Your Role

Comments regarding facility experiences: _____

References: Please include one employment or professional reference		
Name	Relationship	Preferred Phone

How did you hear about us? _____ Mailing _____ Volunteer Match Program
_____ Internet _____ News Article _____ Flyer
_____ AARP _____ Friend _____ Radio
_____ Movie Ad _____ News Ad _____ Other: _____

As a representative of the Office of the Long-Term Care Ombudsman, you will be a public official as defined by ORS 244.020(15). As a public official you must avoid conflict of interest or the appearance of conflict of interest and cannot benefit financially from your affiliation with the Office of the Long-Term Care Ombudsman. If a conflict develops after your appointment as a volunteer, you must notify the office immediately.

Have you been employed by or received remuneration from a nursing home, adult foster care home, assisted living facility, residential care facility, or continuing care facility in the **past two years**? Yes No

Is any member of your family employed in a long-term care facility or receiving income from one? Yes No

Do you have any financial or fiduciary interest in a long term care facility, corporation, or partnership that owns long-term care facilities? Yes No

Are you currently employed by the Senior and People with Disabilities Division of the State of Oregon or an Area Agency on Aging, type B? Yes No

Members of the Recruitment and Screening Committees are appointed by the State Long-Term Care Ombudsman to recruit and screen volunteers to serve as Certified Ombudsman and to create public awareness of the Ombudsman Program and its services. Typical activities include making individual contacts, media campaigns, public speaking, planning and attending outreach events and screening potential volunteers. Committee members meet on a regular basis and volunteer four to six hours a month. Training, materials, and staff supervision and support from the Coordinator of Volunteers is provided.

Administrative volunteers work with program staff to provide additional support with agency functions, technology, or special projects. Volunteers complete training as appropriate to their role and volunteer on an as-needed basis and are supervised by appropriate staff for their role.

Will you be able to fulfill the time commitments required by statute for the position? Yes No

Do you have reliable transportation so you will be able to fulfill your duties? Yes No

Recruitment and Screening Committee and Administrative volunteers are appointed by the State Long-Term Care Ombudsman to act in accordance with the attached position description.

A one year minimum commitment is requested.

Will you be able to fulfill the duties of the applicable position description, including weekday daytime availability, completing monthly reports, and requested length of service?

_____ Yes _____ No

Consent to Criminal History Check

The check will assist the Office of the Long-Term Care Ombudsman in making an informed decision about candidate qualifications. In assessing the pertinences of a conviction record, the agency will consider such factors as the nature of the crime, when and where it occurred, and the duties of the position for which application is made. The checks will be completed prior to the start of training.

I authorize the Office of the Long-Term Care Ombudsman to conduct a criminal history check and I agree to provide the office with the information necessary to complete the criminal record check.

I understand that any oral or written statement made during this process that is false, fraudulent, or misleading that is contained in this form or made in the course of any related application process, whether made by me or others at my request, will result in rejection of my application, denial of appointment to a volunteer position or dismissal if discovered after appointment.

Full Legal Signature of Applicant

Date

For Internal Use Only

Date Application Received at LTCO: _____

Date forwarded to Recruitment and Screening: _____

Interview Date: _____

Comments: _____

References Checked: _____ Photo ID Checked: _____

Recruitment and Screening Recommendation: _____ Approved _____ Not Approved

State Ombudsman Recommendation: _____ Date: _____



Office of the Long Term Care Ombudsman

Recruitment and Screening Committee Position Description

The role of the Recruitment and Screening Committee (R&S Committee) is to recruit and screen volunteers to serve as Certified Ombudsmen and create public awareness by advocating for the Ombudsman programs. Committee members are appointed by the State Long Term Care Ombudsman and report to the Coordinator of Volunteers.

Duties:

- Hold monthly meetings.
- Elect a chair, vice chair, secretary and treasurer.
- Develop and implement an annual volunteer recruitment plan, which may include:
 - One-to-one contacts, public speaking, media campaigns and other public relations activities.
 - The R&S Committee must consult with the Coordinator of Volunteers when planning any publicity materials or activities.
- Carefully screen each potential volunteer to determine whether or not the applicant meets the qualifications for the program.
 - Each applicant must be interviewed, have their references screened and demonstrate no conflict of interest as defined by law. Recommendations are to be submitted to the State office within 21 days of receiving the application.
- If there are local funds available, develop and monitor budget and set policies regarding use of funds.
- Prepare monthly reports to include activities and number of applicants screened.
- Maintain confidentiality as required by law.

Qualifications and Skills:

- 21 years of age, have no conflict of interest and pass a criminal history check.
- Strong communication, interviewing and public relations skills.
- Dependable and reliable.

Training:

- 4 hours of initial training and 4 hours of continuing education annually.

Time Commitment:

- Flexible schedule, four to six hours monthly.

Benefits:

- Opportunities to increase or develop public speaking and marketing skills.
- Sense of well-being, accomplishment, and the ability to make a direct, immediate positive impact for others.
- Leadership, networking, mentoring, and team building opportunities.
- Free training, support and background check.
- Working with a spouse or partner opportunities available.
- Build public speaking, marketing, and interpersonal skills.
- Annual recognition and training events.