


Colville Confederated Tribes

	Standard Operating Procedures/Policy (SOP)	San Poil Treatment Center
	Procedural Policy	Volunteer Policy
	Effective Date	11/02/2021
	Originator	Leah M. Hart-Ross, M.L.S. Director of Business Strategy, HHS

Purpose

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer efforts. These policies are intended for internal management guidance, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The San Poil Treatment Center (SPTC) reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Site Administrator and must be obtained in advance and in writing.

Policy

Volunteers must be 18 years or older, must complete an application, background check, and sign a confidentiality agreement. Volunteering roles are designed to be meaningful and mutually beneficial for both the volunteer and the clients, and to add value to the program. Volunteering at SPTC is not a substitute for paid employment. Volunteers are not assigned to cover the work of a paid staff member or cover vacancy for a paid position. Volunteering is intended to involve members of the community in activities associated with tradition, education, healing, and in support of our services.

Procedure

- Prospective volunteers must complete a volunteer application (available on the SPTC website)
- After completing the application process, a screening interview must be scheduled with the San Poil Administrative team. Applicants are reviewed and considered based on assessed skills, interests, level of demonstrated commitment and the availability of volunteer positions.
- Once selected, the prospective volunteer must complete a background check with HHS Staff Credentialing Manager in Nespelem, WA 48 hours prior to first scheduled day of volunteer work.
- All volunteers are screened for tuberculosis and must be determined to be free of active infection. Any volunteer with a positive reaction to the PPD test is advised to follow up with a chest x-ray and further medical treatment if so determined.
- All volunteers must provide proof of COVID -19 vaccination and negative test results within 48 hours to first scheduled day of volunteer work.

Once background/ testing results have been received, the prospective volunteer must schedule orientation with SPTC receptionist. Orientation will be completed upon arrival and will cover topics to include a general overview of the volunteer program, safety procedures, liability, patient confidentiality, and other policies and information.

Volunteers must complete a re-orientation and be evaluated annually to maintain an active status. The re-orientation is sent by mail. Volunteers should be properly trained by the program supervisor or designated staff to successfully complete assigned projects and tasks.

Forms

Volunteer Application
Volunteer Confidentiality Agreement