

## Volunteer Pre-Placement Orientation Schedule for 2012 – GTA East \*

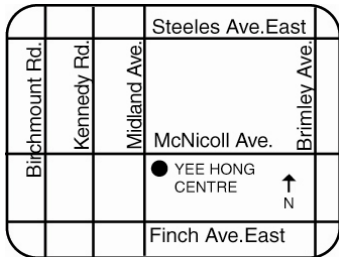
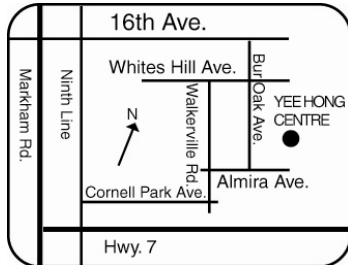
### 頤康中心義工迎新會 2012 年度日期 - 大多市東部 \*

\* Volunteers from Mississauga and other west GTA locations, please call Pinky Man at 905 568-0333 ext. 4640 to book an appointment. /來自密西沙加及其他多市西部之義工，請聯絡文姑娘 905 568-0333 內線 4640。

Thank you for your interest in volunteering at Yee Hong. We have pre-placement orientation sessions regularly to help new volunteers better understand Yee Hong Centre and the types of work they might be involved in. This includes an overview of Yee Hong, its history, mission, programs and services and the various jobs volunteers might take on. We will also touch on health and safety, confidentiality, seniors' needs and some of dos and don'ts in volunteering. Please note certain jobs require that the volunteer undergo TB test and / or criminal screening.

首先多謝您對頤康的支持。頤康中心定期舉行義工迎新會，向新義工概括介紹中心及義工的工作，包括頤康的成長、使命、服務和活動、義工可能涉及的各项工種、健康及安全措施、私隱保障、長者狀況及需求、義工當值時需注意事項等。請留意部分崗位義工必先呈交肺病測試和 / 或刑事紀錄審核報告。

**Please choose to attend any session in either Centre below; we place volunteers across different Yee Hong Centres.** 你可出席任何地點的迎新會，我們可跨中心安排義工崗位。

<p><b>Yee Hong Centre for Geriatric Care - Scarborough</b>  <b>McNicoll / 頤康士嘉堡麥瀝高中心</b>  <b>Registration / 登記：416 321-6333</b>                  2311 McNicoll Avenue, Scarborough, ON  <b>Second Saturday</b> of each month (See exceptions below),                  2:30 to 5:00 p.m.                  2311 McNicoll Avenue, Scarborough, ON                  每月第二個週六 (請注意下列例外) 下午二時半至五時</p> 	<p><b>Yee Hong Ho Lai Oi Wan Centre</b>  <b>頤康何黎靄雲中心 (萬錦)</b>  <b>Registration / 登記：905 471-3232</b>                  2780 Bur Oak Avenue, Markham, ON  <b>Fourth Friday</b> of odd-number months (See schedule below), 4:00 to 6:30 p.m.                  2780 Bur Oak Avenue, Markham, ON                  單數月份每月第四個週五下午四時至六時半</p> 
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### Volunteer Orientation - Schedule for 2012

#### 頤康中心義工簡介會 2012 年度時間表

#### Yee Hong Centre for Geriatric Care - Scarborough McNicoll / 頤康士嘉堡麥瀝高中心

<b>Month 月份</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Date 日期</b>	<b>14</b>	<b>11</b>	<b>10</b>	<b>21</b>	<b>12</b>	<b>9</b>	<b>14</b>	<b>11</b>	<b>8</b>	<b>13</b>	<b>10</b>	<b>8</b>

#### Yee Hong Ho Lai Oi Wan Centre / 頤康何黎靄雲中心 (萬錦)

<b>Month 月份</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>Date 日期</b>	<b>27</b>	<b>X</b>	<b>23</b>	<b>X</b>	<b>25</b>	<b>X</b>	<b>27</b>	<b>X</b>	<b>28</b>	<b>X</b>	<b>23</b>	<b>X</b>

If you have further questions, please call David at 416 321 6333 ext 2611.

如有任何問題，請致電李先生 (David) – 416 321 6333 分機 2611。

**Thank you for your support of Yee Hong! 謝謝你對頤康的支持**



**Yee Hong Centre  
For Geriatric Care**

頤康中心

**Volunteer Application Form**

**義工申請表**

Name: \_\_\_\_\_ ( ) Sex: \_\_\_\_\_ Age Range:  Under 18  18 to 40  
姓名: Last Name 姓 First Name 名 中文姓名 性別 年齡  41 to 55  56 to 65  
 Over 65

Home Address: \_\_\_\_\_  
住址: \_\_\_\_\_ Street/街名

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
市鎮 省 郵區號碼

Address Intersection: \_\_\_\_\_  
主要交界:

Telephone: Res. ( ) \_\_\_\_\_ Office: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
電話號碼: 住宅 公司 傳真

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_  
手提 電子郵件

Person to contact in case of emergency: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone(s): \_\_\_\_\_  
緊急時通知之親友姓名: 關係: 電話號碼:

Profession: \_\_\_\_\_ Working Experience: \_\_\_\_\_  
職業 工作經驗

Volunteer Experience: No.  / Yes  if yes, please specify: \_\_\_\_\_  
義工經驗 否 是 請說明

Education Level: High School  Post Secondary  University  Major: \_\_\_\_\_ Others: \_\_\_\_\_  
教育程度 中學 大專 大學 主修 其他

Language Spoken: English  Cantonese  Mandarin  Others: \_\_\_\_\_  
語言 英文 廣東話 國語 其他

Writing Skill: English  Chinese  Others: \_\_\_\_\_  
書寫能力 英文 中文 其他

Computer Skills: Typing  Programming  Chinese Word Processing   
電腦技能 電腦打字 電腦程式 中文電腦打字 輸入法 \_\_\_\_\_

Special Skills: Design  Account  Other Interests: \_\_\_\_\_  
特別技能 設計 會計 其他興趣 \_\_\_\_\_

Ontario Driving Experience: \_\_\_\_\_ Year(s)  
安省駕駛經驗 年

Car Available? Yes  / No.  Type of Vehicle: Private Car  Mini Van   
是否擁有車輛可供使用? 是 否 車輛種類 私家車 家庭車

For Office Use Only			
Orientation Date		Police check Date	
Interview Date		Job Assignment Date	
Remark			Signature: _____

You can also download this form from [www.yeehong.com](http://www.yeehong.com) and fill it out and bring it the pre-placement orientation session. Simply follow the instruction on the web.

此申請表可從頤康網址下載，填妥後請按網上指示攜帶到義工迎新會。

Name \_\_\_\_\_ Phone \_\_\_\_\_ ID # \_\_\_\_\_

Please choose the volunteer job(s) and the centre you are interested in:

請選出閣下有興趣的地區及志願工作：

McNicoll                       Markham                       Finch                       Mississauga

	Volunteer Duty 義工職責	TB Test required 肺病測試	Police check 刑事紀錄	Time 時間	M 星期 一	T 星期 二	W 星期 三	T 星期 四	F 星期 五	S 星期 六	S 星期 日	
Client Services 個人服務	Activation 活動組	✓	✓	9:00-11:30								
				2:00-4:30								
				6:00-8:00								
	Day Program 日間服務	✓		9:00-3:00						▨	▨	
	Congregate Dining 半日活動			9:00-3:00						▨	▨	
	Feeding 餵食服務	✓	✓	8:00-9:00								
				12:00-1:00								
				5:00-6:00								
	Interest class Instructor 興趣班導師			Open						▨	▨	
	Friendly Visitor 親善探訪 (Community) (社區)			Open								
Friendly Visitor 親善探訪 (Nursing Home) (護理院)	✓	✓	Open									
Spiritual Care 心靈關顧服務	✓	✓	Open									
Escort 護送			10:00 - 1:30							▨	▨	
			2:00 - 4:30							▨	▨	
Transportation 交道	Driver 司機 (YH or own vehicle)			2:00 - 4:00						▨	▨	
				8:00 - 10:00						▨	▨	
Meals-on-Wheels 送餐				10:30-12:30						▨	▨	
				3:30-5:30						▨	▨	
Clerical 文書	Clerical 文員	Depends	Depends	Open						▨	▨	
	Receptionist 接待	✓	✓	9:00-5:00 (> 4 hrs)						▨	▨	
	Editing 編輯			Open								
	Translation 翻譯			Open								
	Chinese Typesetting 中文打字輸入			Open								
Supportive Services 支援服務	Kitchen Help 廚務	✓	✓	9:00-12:30								
	Laundry Help 洗衣房	✓	✓	10:00-1:00								
	Outdoor/Garden 戶外/園藝			Open								
	IT/電腦			Open						▨	▨	
Others / 其他	Please specify / 請列明											

I can commit myself to the voluntary work for:     3 months     4-6 months     > 6 months  
我答應參與義務工作直至:                      三個月                      四至六個月                      六個月或以上

Have you been convicted of a criminal offence for which a pardon has not been granted? 你有没有未經赦免的刑事紀錄?     Yes     No  
有                      沒有

I fully understand the information listed on the Volunteer Orientation Checklist attached.  
我明白附件「義工簡介清單」所列每一項目之內容。

Signature 簽名

Date 日期

Are you a staff of Yee Hong Centre?

Yes  No

你是否是頤康中心的職員?

是                      否

If yes, please obtain the approval from your Department Head 如是的話，請先獲得所屬部門主管批准。

Centre/Department: \_\_\_\_\_ Signature of Department Head \_\_\_\_\_



## Yee Hong Centre for Geriatric Care Volunteer Orientation Checklist

### 頤康中心義工簡介項目

	Volunteer Orientation Checklist	頤康中心義工簡介項目
1.	Yee Hong's Mission	▪ 頤康中心之使命
2.	Client / Resident Bill of Rights	▪ 用者權益保障
3.	Seniors' needs and communication with seniors	▪ 長者之需要及溝通技巧
4.	Zero tolerance of abuse and neglect	▪ 長者虐待及疏忽紀不容忍
5.	Mandatory reporting and whistle blower protection	▪ 強制投訴虐老行爲及對揭發者之保護
6.	Client / Resident safety – Emergency & evacuation procedure	▪ 安全措施 - 緊急事故及疏散程序
7.	Client / Resident safety – Universal infection control practices	▪ 安全措施 - 傳染病之控制
8.	Client / Resident safety – Reporting incidents and accidents	▪ 安全措施 - 報告事件和意外
9.	Client / Resident safety – Moving clients	▪ 安全措施 - 長者移位
10.	Client / Resident safety – Mandatory training for feeding duties	▪ 安全措施 - 餵食服務強制訓練
11.	Privacy and confidentiality	▪ 私隱及保密
12.	Techniques / approaches to responsive behaviours	▪ 應對不當行爲之技巧
13.	Police records check	▪ 刑事紀錄
14.	TB tests	▪ 肺病測試
15.	Volunteer code of ethics	▪ 義工操守
16.	Volunteer's own safety	▪ 義工自身安全
17.	Seeking help	▪ 尋求援助
18.	Dress code	▪ 衣著指引