

Volunteer Community Health Worker Agreement



Position Title: Community Health Worker

The parties to the contract: St. Anna's Episcopal Church
1313 Esplanade Avenue, New Orleans, LA 70116

And
_____ (Volunteer)

Place of work: St. Anna's Mobile Medical Unit or other location(s) agreed upon by both parties

Work will commence on or after: _____ (today's date)

Pre-employment Requirements

- Completion of required paperwork for Volunteer
- Reading of Anna's Place NOLA Mission Manual
- "Safeguarding God's Children" training (unless documented as completed within last 3 years) if working when children in building on a routine basis

Scope of Work May Include:

- Contact with potentially infectious blood and/or body fluids
- Greeting and registration of clients
- Conduct health screenings and other point-of-care testing
- Collecting health histories for doctor visits
- Provide health education
- Offer information regarding medical resources
- Documenting all care provided per policy/protocol
- Shadowing or assisting a physician
- Disinfecting tables, counters, chairs, equipment
- Sweeping or general cleaning of work area
- Data entry, scanning documents, filing, letter writing and other general office duties
- Conducting telephone or door-to-door surveys

Responsibilities Include:

- Maintain confidentiality of all personal and health information of clients
- Promote the program in the community
- Read all emails from Director in a timely manner
- Volunteer must sign in and out of work each day on the provided Volunteer Work Record

Pay: This is a Volunteer Position; there are no compensation or workplace benefits for work done.

Normal hours of work: To be scheduled and agreed upon by both parties

Absence from work: Volunteer is responsible for contacting the in the event he/she will be absent or late for scheduled sessions as far in advance as possible, but at least **24 hours prior to a planned absence/tardy and 2 hours prior to an unplanned/emergent absence/tardiness.** Email (diana@stannanola.org) may only be used if there is 24-hours or more notice, but if you do not receive an email response within 6 hours, you must phone. Phone the Director of Mission at the office (504) 947-2121 or phone or text 504-475-8018. *Volunteer will leave a voicemail if*

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the Director does not answer. If the Director does not respond to your message, continue to call until she/he does. Continue to call until direct contact is made.

School Required Volunteer Hours: If you are volunteering with us for school-required courses or hours, your school will be informed of absences, tardiness, issues regarding your work and/or behavior during your time with us. This may negatively impact your grade for this program.

Workplace Standards: Volunteer is subject to the same standards as regular employees. A copy of the Anna's Place NOLA Volunteer Manual will be given to Volunteer indicating these standards. The Manual is meant as a guide for general work ethics and rules and is not meant to be used as part of this or any contract.

Termination of Contract: Should either party wish to terminate this contract, for reasons other than gross misconduct, a minimum of two weeks' notice will be given the other party in writing.

Reports to: Director of Mission

Worker's Compensation Insurance: will be provided. will NOT be provided.

I agree to the terms and conditions of this contract, and acknowledge that I have received a copy.

Signature of Volunteer

Printed name of Volunteer

Date