

Nebraska Department of Veterans' Affairs



Volunteer & Intern Services Application



Volunteer and Intern Services Program

Thank you for your interest in volunteering/interning for the Nebraska Department of Veterans' Affairs (NDVA)! We are seeking volunteers/interns who will carry out our Agency's mission and vision. Please note we are required by law to complete a screening process and run a background check on all volunteers/interns.

WHAT IS A VOLUNTEER?

The NDVA volunteer is someone who serves under the Agency's supervision and direction for the purposes of civic, charitable, or humanitarian contributions, without promise, expectation, or receipt of compensation for such services. Volunteers are supervised, scheduled, receive formal training and must complete an application process prior to being placed with the Agency. Volunteers are essential in supporting the delivery of quality care to our members.

WHAT IS AN INTERN?

The NDVA intern is an individual, usually in a professional field such as medicine, social work, or public administration, gaining supervised practical experience through an assignment at the Agency. Interns are supervised and directed by an identified, qualified Agency teammate. The intern's work will complement – not displace – the work of a paid NDVA teammate and is designed to provide significant educational benefits to the intern. Interns are supervised, scheduled, receive formal training and must complete an application process prior to being placed with the Agency. Interns are placed in professional areas and are essential in helping us deliver quality care to our members.

VOLUNTEER & INTERN EXPECTATIONS

All volunteers and interns attend a special orientation session and receive individual training within the department to which they are assigned. In addition, each volunteer/intern receives an identification badge to wear while volunteering/interning.

GOALS FOR EACH VOLUNTEER/INTERN

- Volunteers assist staff members with non-professional aspects of their work.
- Interns assist staff members with professional aspects of their work.
 - Both enhance the member care experience by providing a personal touch in a highly technical environment.

VOLUNTEER/INTERN TERMINATION

All volunteers/interns deemed unsuitable for continued volunteer/intern service will be prohibited from further volunteer/intern activity at the facility. Volunteer/intern agreements may be ended by the Agency for, but not limited to, the following reasons:

- Breach of Confidentiality
- Disregard for facility and Volunteer/Intern Program guidelines
- Inability to work well with others
- Any concern the facility may have for the safety and comfort of our members and their families


In addition to the application and forms provided, NDVA's 24-hour facilities will require volunteers, students, and interns who are supervised, scheduled, and receive training to submit to Tuberculosis (TB) skin testing and other required vaccinations such as the COVID-19 vaccine. The TB skin testing will include TST and monitoring for positive tests and/or vaccination records. If you have received TB testing in the past, please submit these records with your application. Our staff will evaluate your records and determine the next steps.

We will contact you for an interview and run a background check. When volunteer/intern criteria has been met, we will schedule you for NDVA Volunteer & Intern Orientation. Please bring your photo ID to Volunteer & Intern Orientation and a volunteer/intern name badge will be issued. If you have any questions please call the specific NDVA facility you are volunteering/interning at and ask for the Volunteer/Intern Service coordinator.

Central Nebraska Veterans' Home	308.865.3421
Eastern Nebraska Veterans' Home	402.591.4862
Norfolk Veterans' Home	402.370.3102
Western Nebraska Veterans' Home	308.632.0300
Nebraska Veterans Cemetery at Alliance	308.763.2958
Nebraska State Service Office	402.420.4021
NDVA Central Office	402.471.2458

Volunteer & Intern Services Program Packet

The following Steps must be completed for every new volunteer/intern:

Required:	
STEP ONE: Complete Volunteer/Intern Application Form	<input type="checkbox"/>
<ul style="list-style-type: none"> • Signed Confidentiality Statement/Requiements 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Volunteer/Intern Availability & Assignment Preference Form 	<input type="checkbox"/>
STEP TWO: Volunteer/Intern interview process <i>if applicable to facility</i>	<input type="checkbox"/>
STEP THREE: Background Check Process- criminal conviction history check	<input type="checkbox"/>
STEP FOUR: Volunteer/Intern Orientation	<input type="checkbox"/>
<ul style="list-style-type: none"> • Attend Volunteer/Intern Orientation session 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of Vaccination Records (TB, COVID-19, and Influenza) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of Driver's License <i>and</i> <ul style="list-style-type: none"> ○ <i>Defensive Driving Certificate if driving state vehicles</i> 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Identification Badge 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Facility Tour and Department Orientation 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Other 	<input type="checkbox"/>

** If not applicable to NDVA facility, please mark N/A*

VOLUNTEER/INTERN SERVICES PROGRAM APPLICATION

PERSONAL INFORMATION

Name:

(Last) (First) (Middle)

Street Address:

(City) (State) (Zip Code)

Home Phone: () _____

OK to leave message?

Cell Phone: () _____

OK to leave message?

Date of Birth: _____ Email Address: _____

Do you have a family member employed at NDVA? Yes No

If you answered yes, please list name of family member: _____

Have you ever volunteered or been employed with any NDVA Veteran Home or any other contracted agency affiliated with Nebraska Department of Veteran Affairs? Yes No

Present Occupation/Employer:

Position/Years of Service:

Special Training/ Certification:

Previous volunteer experience with any other organizations? Yes No

If yes, where?

EMERGENCY CONTACT INFORMATION

In the event of an emergency whom should we notify?

Name:

Relationship: _____ Phone: _____

VOLUNTEER/INTERN STATEMENT OF CONFIDENTIALITY

Confidentiality is defined as safeguarding the content of information including written, video, audio, or other computer stored information from unauthorized disclosure without consent of the member and/or the member's representative.

During the course of my work as a volunteer/intern, I may develop, use, maintain, or have incidental contact with or access to information related to members, caregivers, employees, providers, financial data, and/or any other information pertaining to NDVA and/or NDVA Nebraska Veterans' Home business or operations, including trade secrets, that is confidential.

I understand and agree that in performance of my duties as a volunteer/intern of this facility:

- ❖ Confidential information in any form (including paper records, oral communication, email, audio recordings, and electronic displays) is the property of NDVA and/or NDVA Nebraska Veterans' Home and is to be considered strictly confidential unless specified otherwise.
- ❖ I will hold medical information regarding any past, present or future member, and company information in the strictest confidence.
- ❖ I further understand all information concerning written procedures, plans, computer hardware, programs and software, and manuals including this and all other policy manuals, are the confidential property of this facility and must not be disclosed to individuals or entities outside the company either during or after my volunteer service has ended.
- ❖ The confidentiality obligation set forth in this agreement as well as applicable policies continue beyond the end of my relationship with NDVA and/or NDVA Nebraska Veterans' Home.
- ❖ This agreement is valid for all individuals with access to confidential information, regardless of employment status.
- ❖ I understand the member has a right to personal privacy and confidentiality of his or her personal and medical records to include accommodations, medical treatment, written and telephone communications, personal care and meetings with family.
- ❖ I further understand that voluntary or involuntary, willful or unwillful violation of this confidentiality will result in my volunteer/intern services being terminated, and may result in legal action to include possible defamation lawsuit, privacy or human rights complaints, copyright, patent or trademark infringement claims, criminal charges with respect to obscene or hate materials, damage to the company's reputation and business interests. The legal responsibility for damages from an inappropriate disclosure could potentially rest with the individual volunteer/intern.

I understand that violations of the NDVA and NDVA Nebraska Veterans' Home policies and procedures include, but not limited to:

- ❖ Accessing, using or disclosing confidential information that is not within the scope of my

VOLUNTEER/INTERN SHIFT AVAILABILITY & ASSIGNMENT PREFERENCE

Please tell us which days and times you are available to provide assistance.

First Choice

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Morning Afternoon Evening Anytime

Second Choice

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Morning Afternoon Evening Anytime

Third Choice

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Morning Afternoon Evening Anytime

Please list any current scheduling obligations: _____

How many Hours would you like to serve? _____ per _____

Community Service Based Volunteer Hours- School Requirement

Name of School: _____ Number of Hours required: _____

Title of course: _____ Deadline: _____

What do you hope to learn for your course of study? _____

HEALTH CONSIDERATIONS

Are there any known health concerns, allergies, physical limitations that need to be accommodated to help you volunteer/intern?

HOBBIES, TALENTS, OR SKILLS

Tell us a little about yourself. What hobbies, talents, or skills do you have that will assist you in a volunteering/intern position?

Art Music Reading Nutrition/Cooking Ceramics Gardening Nature
Knitting/Crochet Quilting Aerobics Religious Services Support

Foreign Languages spoken: _____ Other _____

AREAS OF INTEREST FOR VOLUNTEERING/INTERNING

Please tell us which areas you are interested in volunteering/interning:

- Assisting with nursing staff as a unit helper on our nursing home floor
- Helping transport members to and from the facility to the community
- Engaging our members in conversation by leading discussion groups
- Providing entertainment to our members by assisting our Activities Department
- Arts and Crafts Therapy
- Music Therapy
- Spending the day with a member and simply keeping them company
- Assisting with rehabilitation services
- Religious services support and pastoral visits
- Clerical support such as answering telephones, data entry, filing and taking messages.
- Gardening/Landscaping
- Library services
- Other _____