



## VOLUNTEER FORM

### PLEASE READ THIS FIRST:

Club HEAL believes in nurturing positive and meaningful experiences between volunteers and clients. Do join us if

- You would like to contribute to Club HEAL's programmes
- Aged 16 years old and above
- Able to attend Club HEAL's training sessions

*This is how you can become a volunteer in Club HEAL.*

<p>1. Complete the Club HEAL Training programmes</p> <p><i>Please contact us for upcoming training session:</i> <a href="mailto:info@clubheal.org.sg">info@clubheal.org.sg</a> <a href="http://www.clubheal.org.sg">www.clubheal.org.sg</a> Fb: Club H.E.A.L</p>	<p>There are 2 training sessions namely:</p> <ol style="list-style-type: none"><li>1. The HEALing Friends Training (Targeting clients with Mental Health Issues)</li><li>2. The Silver Volunteers Training (Targeting clients with Dementia)</li></ol>
<p>2. Screening of all applicants</p>	<ul style="list-style-type: none"><li>• Club HEAL reserves the right to accept or decline applicants based on their interests/ availability and the current needs of Club HEAL's clients.</li><li>• Selected applicants will undergo an interview session with a Club HEAL service staff.</li></ul>
<p>3. Congratulations! You are a Club HEAL volunteer!!</p>	<ul style="list-style-type: none"><li>• The volunteer coordinator will endeavour to match volunteers to the relevant activities/clients. Please understand that this process is on a needs basis and may take some time.</li></ul>
<p>4. Record keeping</p>	<ul style="list-style-type: none"><li>• Each volunteer will keep a record of each encounter with the assigned client for admin purposes.</li></ul>



## **What are your possible responsibilities as a volunteer?**

### **1. Accompany counsellors during home visits**

Subject to the agreement of the client, counsellors will bring along a volunteer to support him or her, or in some instance to balance off the gender difference. Persons with Mental Health Issue (PMHI), caregivers and undergraduates who have undergone the relevant training will be given priority. Volunteers must be able to accompany the counsellors during office hours.

### **2. Befriend clients who are home bound**

Volunteers may be asked to befriend clients who are home bound on a weekly or fortnightly basis and engage them with specific activities. Such sessions will be directed by the counsellor-in-charge in order to achieve a certain outcome. During the visits, volunteers may conduct activities similar to those in the Mental Wellness Centres or accompany clients out of their homes.

### **3. Accompany clients who needs assistance getting to Club HEAL's Mental Wellness Centres for rehabilitation**

Subject to availability, Club HEAL tries to help clients who have difficulty getting to the Mental Wellness Centres through volunteers who may be in the proximity. Such arrangement may be short term or long term depending on the recommendation of counsellors.

### **4. To assist the programme executive in running the daily programme by attending to specific clients**

Volunteers assisting in the Mental Wellness Centres will be assigned a client who may require specific attention within the group. While the programme executives are conducting their sessions, volunteers will befriend the client and assist them with their activities.

### **5. To assist clients who are undergoing training at the pushcart**

As part of their rehabilitation, some clients may be assigned to the Club HEAL pushcart at IMH where they have the opportunity to interact with the public and learn skills which may help them secure jobs in the future. Assigned volunteers will be part of the team, leading by example and guiding the clients as they arrange, promote and explain the items to clients, record sales and packing the items again at the end of the day.

### **6. To assist Club HEAL service staff during booths/ educational talks/ fundraising events**

As part of Club HEAL's educational outreach, we take part in public talks, and man booths at events where we provide information on Club HEAL's services and promote our published books and handicraft items made by our clients. Assigned volunteers, who perhaps are free during the weekends, will assist in manning the booth with a Club HEAL service staff.



Name (as in passport)		Gender F/M		Please insert photo here
<input type="checkbox"/> Singaporean/ <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others:_____		NRIC No		
Date of Birth	Occupation	Highest Educational Qualification		
Home Address				
<b>Contact Numbers</b>	WhatsApp	SMS	Call	Email
In case of emergencies, please contact person/s (provide name, relationship & contact numbers)				
<b>Skills &amp; Experiences</b> <input type="checkbox"/> Social Work/ Counselling/ Job coaching <input type="checkbox"/> Allied health professional <input type="checkbox"/> Education/ Special Needs Education <input type="checkbox"/> Sports/ Physical Education <input type="checkbox"/> IT Skills <input type="checkbox"/> Music/Instruments played <input type="checkbox"/> Dance/Drama <input type="checkbox"/> Arts & Handicraft <input type="checkbox"/> F&B/ Food Nutrition <input type="checkbox"/> Others:_____				
Do tell us about any work/ volunteering experiences:				
<b>Availability:</b> <i>Please note that Club HEAL mental wellness centres operate Mon- Fri from 9am - 4pm</i> <input type="checkbox"/> Mondays <input type="checkbox"/> Tuesdays <input type="checkbox"/> Wednesdays <input type="checkbox"/> Thursdays <input type="checkbox"/> Fridays <input type="checkbox"/> Sat/Sun				
<b>Please tick the areas you are interested in volunteering in:</b> <input type="checkbox"/> to accompany counsellors during home visits <input type="checkbox"/> to befriend clients who are home bound <input type="checkbox"/> to accompany clients who needs assistance getting to Club HEAL's centres for rehabilitation <input type="checkbox"/> to conduct a specific workshop/programme at the centres - eg woodwork, cooking <input type="checkbox"/> to assist the programme executive in running the daily programme <input type="checkbox"/> to assist clients who are undergoing training at the pushcart <input type="checkbox"/> to be involved in publicity/ educational talks/ fundraising activities for Club HEAL <input type="checkbox"/> Others:_____				
I confirm that all the information provided above are accurate. I understand that Club HEAL reserves the right to accept or decline my voluntary services depending on the match between my interest/ availability and the current needs of Club HEAL's clients.  I shall be responsible for my safety and that of my belongings. Club HEAL shall be indemnified against all claims for injury or lost/ damage of my personal property during my voluntary activities.  I shall abide by the terms and conditions of Club HEAL and will maintain the confidentiality of information given by the staff/ volunteers/ clients.  I shall agree to protect the privacy of Club HEAL beneficiaries by not taking any photographs / video recordings of Club HEAL beneficiaries.				

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

Applicant contacted