

**Legal Assistance Foundation of Metropolitan Chicago
Suburban Long Term Care Ombudsman
VOLUNTEER COMMITMENT FORM**

The Legal Assistance Foundation of Metropolitan Chicago (LAFMC) and

_____ agree to the following:

LAFMC will:

1. Provide comprehensive and on-going training through formal training sessions, which include clearly written procedures, training materials, regularly scheduled in-service training sessions, informal training sessions as needed, and annual evaluations by the volunteer coordinator.
2. Provide adequate supervision, recognition, consultation, advice, comprehensive job descriptions and organized opportunities for networking with fellow volunteers.
3. Provide a reference upon request.
4. Treat the volunteer with respect and dignity and take into consideration the feelings, personal beliefs and ethics of all volunteers.
5. Notify the volunteer of changes in the laws and regulations that affect the work of the volunteer.

The volunteer will:

1. Attend the required orientation/training session and complete the 4 hours of mentoring with a professional ombudsman. Once certified, commit to work at least 1 hour per week for a period of at least 12 months.
2. Fill out monthly reports on forms provided by the volunteer coordinator and send the completed reports to the volunteer coordinator on a monthly basis.
3. Adhere all federal, state and local laws and regulations affecting LAFMC's programs.
4. Abide by all policies and procedures established by LAFMC.
5. Treat all long-term care residents with respect and dignity and not to discriminate against any client on any basis.
6. Maintain confidentiality of all clients unless the client grants express permission.
7. Give no legal or personal advice.

8. Attend all subsequently required training sessions.
9. Be evaluated by professional LAFMC staff annually and evaluate LAFMC annually.
10. Give a minimum of two weeks written notice to the volunteer coordinator of intention to temporarily or permanently resign from the program.
11. Give advance notice to the volunteer coordinator of vacation leave.

LAFMC retains the right to terminate volunteers for good cause. All terminations will be in writing and shall state the reason for termination.

This agreement shall have effect on signing and will remain in effect until revoked.

Volunteer coordinator

Volunteer

Date