

Thank you for your interest in helping Daughters of Sarah serve those who depend on us by wanting to volunteer here. We appreciate your assistance and we know the residents do as well.

To stay within the New York State Department of Health regulation, and to help maintain our records, we require the following information:

Physical (within 1 year) (updated health assessment yearly).

PPD (annual requirement)

Proof of immunity to Measles, Mumps, and Rubella

Influenza Vaccine (during influenza season)

While we don't want to do anything to dampen your enthusiasm for volunteering here, we do need to have all of the above information before you can begin. If you have any questions or you would like to have a physical at Daughters of Sarah, please call Mary Roy, Director of Recreation and Volunteers at (518) 724-3290.

Thank you for your cooperation.

With gratitude,



Mark L. Koblenz
CEO
Daughters of Sarah Community for Seniors

Daughters of Sarah Nursing Center Policy

Subject: Health Insurance Portability and Accountability Of 1996 - HIPPA

POLICY

The Daughters of Sarah Nursing Center has policies and procedures in place to ensure compliance with the Health Insurance Portability and Accountability Act of 1966, Public Law 104-191 ("HIPAA"), and the regulations promulgated by the United States Department of Health and Human Services there under (HIPAA Regulations) to ensure that personal health care information is protected for privacy.

OBJECTIVES

- To ensure that personal medical information shared with doctors, hospitals, all other healthcare providers and payers for healthcare treatment and payment is protected.
- To ensure residents and their authorized representatives have access to their personal health information.
- To ensure there is written authorization prior to release, transfer or other access to a resident's personal health information.
- To ensure healthcare workers functioning at the Facility are educated to the HIPAA requirements.
- To ensure all residents' and their representatives, business associates, workforce and public are aware of the Facility's Notice of Privacy Practices.
- To ensure compliance with other Federal and State laws rules and regulations whichever are more stringent than HIPAA concerning privacy and release of personal health information.
- To ensure all Personal Health Information transmitted to healthcare payers and clearinghouses is secure and protected.

You may not share any information you acquire while in this facility about any resident, including whether or not he or she is in this facility.

Daughters of Sarah Nursing Center Employee and Volunteer Health Policy

Subject: Immunizations

Section: Volunteer Health Records, Policy #: 2, Issued: 10/04, Revised: 3/09

POLICY

All Daughters of Sarah Nursing Center volunteers will demonstrate compliance with our immunization policy.

Measles, Mumps, and Rubella

- Positive titer or 2 MMR vaccines 30 days apart
- If born prior to 1957, rubella titer or one MMR is required.

Tuberculosis – 2 step process

- PPD given before starting to volunteer
- Repeated 1-3 weeks after initial test
- May use 1 previous negative PPD if done within 12 months and documentation is negative, and results are available.
- Second PPD at pre starting as volunteer and physical assessment
- Negative chest x-ray (within 5 years) if volunteer has a history of positive PPD
- If a positive PPD (greater than 10mm)
- Prospective volunteer will be referred to local county health department for follow up.
- Annual PPD and annual PPD screening for all volunteers
- Annual TB screening for all volunteers with history of positive PPD, through questionnaire assessment

Hepatitis:

Hepatitis B is offered to all volunteers upon starting. A four-step procedure is used. Immunizations will be as follows and will be offered to all volunteers:

- 1st immunization
- 2nd one month after first
- 3rd 6 months after first
- 4th titer drawn two months after 3rd

Influenza Vaccine:

The vaccine will be offered annually to all volunteers when available from the vendor pharmacy -- generally in October November, December, January, February, and March. It may also be offered later in the season, as directed by the Center for Disease Control or New York State Department of Health.

Pneumococcal Pneumonia Vaccine:

Pneumococcal immunization will be offered to all volunteers at time of starting.

Volunteer Orientation

I. Essential policies and procedures:

- A. Recording Hours: Sign in and out at the front desk.
- B. You must wear your name tag at all times.
- C. Confidentiality: Do not disclose any information about residents.
- D. Fire Plan: In an event of a fire remain calm and do not panic.
 - Assure residents and visitors help is available.
 - Call out "Code Red" so that another person can sound the alarm.
 - Daughters of Sarah's proper fire safety plan: **RACE**
 - R- *Remove* anyone near smoke or flames, or in danger.
 - A- *Alarm*: Find the closest fire alarm.
 - Break the glass and pull the handle.
 - Dial #96 on the phone. Repeat 3 times "Code Red and the location of the fire."
 - C-*Confine*:
 - Keep doors closed when you leave a fire area.
 - Close all doors (on the fireside of the smoke doors) as soon as possible.
 - E-*Extinguish*: Use "ABC" fire extinguisher, if fire is easily managed
- E. Incidents and Accidents: Report all incidents or accidents to Recreation or Nursing immediately.

II. Safety

- A. Wheel chair and Geri-chair safety: (a wheelchair, geri-chair competency must be completed)
 1. When transporting a resident, check to make sure the person's feet are on the foot Pedals and not dragging on the floor.
 2. Remember to unlock then re-lock the wheelchair and/or geri-chair on both sides when transporting residents.
 3. Drive carefully and do not run when transporting residents.
 4. When transporting residents, should a resident's limb be accidentally bumped against a hard surface, notify recreation or a nurse.

B. Food and Drinks

1. Do not give a resident anything to eat or drink without asking recreation staff, a nurse, or a nursing assistant first.
2. Do not feed any resident. Ask a nurses' aide for assistance.

C. Bathroom

1. Do not take a resident to the bathroom. Inform the nursing assistant that the resident needs to go to the bathroom.

D. Hand Washing

1. Wash your hands before and after handling food or drinks.
2. Wash your hands after interactions with residents.

III. Communicating with Residents

- A. When you approach a resident, get to eye level with the resident, smile, look the resident in the eye, and introduce yourself, saying, "I'm (say your name). I'd like to take you to (the program) and the (location). Would you be interested in attending?"
- B. If a resident should wish to leave the program, please honor their request and take him or her to the nurses' station.

IV. Other Policies

A. Cell phone and personal telephone use

1. Volunteers are not permitted to use Daughters of Sarah's phones or residents' phones for personal use. Use of a resident's phone or any other Daughters of Sarah phone is considered fraud and will be cause for termination of the volunteer.
2. Volunteers' own cell phones may be used only in break areas at break times. Individually owned cell phones are to be kept out of sight and on vibrating mode only.
3. Please note that responses to phone messages, other than for a true emergency, are to be made at break times.
4. Personal calls while volunteering can interfere with productivity, residents' quality of care, and can be distracting to others. Making or receiving personal phone calls is strongly discouraged. However, Daughters of Sarah recognizes certain situations may require a volunteer to receive a message.

B. Kosher Regulations (Jewish Dietary Laws)

1. Daughters of Sarah is founded on Jewish beliefs, values and traditions and maintains a kosher environment in all its facilities. Kosher is a Hebrew word meaning "fit" or "proper". It refers to food prepared in accordance with Jewish dietary laws.
2. The employee cafeteria is a kosher facility.
3. Non-kosher food is allowed in only one designated non-kosher area, the "Outback".
4. Volunteers must store and eat any food that they bring into the Center in that area.
5. Volunteers should not bring food into residential or work areas.

C. No Smoking Policy

1. Daughters of Sarah is a non-smoking campus and prohibits volunteers from smoking/vaping or using tobacco in all areas of Daughters of Sarah.

D. Dress and Personal Appearance

1. Identification

- a. Identification badges indicating volunteer position are issued to volunteers to wear on the premises and, in accordance with New York State Department of Health regulations, **must be worn at all times.** (Should be returned upon completion of volunteer work)
- b. Badges must be worn in plain sight, above the waist and with volunteer label facing outward.
- c. Human Resources will replace a lost badge on request; however, a fee may be incurred.

2. Dress Code

- a. The dress code policy of Daughters of Sarah is intended to establish certain reasonable standards of dress and appearance appropriate to one's position, work function and work location.
- b. General dress code requirements are outlined below; these standards are established to assure the safety of the volunteers, and to maintain an appearance of neatness and cleanliness.
- c. Volunteers are expected to comply with conservative, professional dress, personal grooming and hygiene standards.
- d. The following are **NOT** allowed:
 - o Blue jeans; oversized pants which hang excessively low or show undergarments; 'do-rags.'
 - o Athletic clothing (sweats; T-shirts with messages/pictures; or oversized team jersey or shirts).
 - o Suggestive attire, i.e., low cut blouses; shorts; very tight clothing; see-through or mesh tops; very short skirts.
 - o Cell phones, headphones, Blue Tooth phone, or earphones for any electronic device.
 - o Volunteers are expected to maintain acceptable personal grooming and hygiene standards:
 - o Hair should be clean, combed and neatly trimmed or arranged. Sideburns, moustaches, and beards should be neatly trimmed. Finger nail length must be limited to ½ inch. 'Do-rags' are not allowed.
 - o Closed-toe shoes are to be worn in the residential areas at all times. Only logo clothing with small designer logos (an inch or less in size) is permitted. (Daughters of Sarah Senior Community T-shirts are allowed, provided that they have not been altered.)

Thank you for donating your time to the residents and staff at Daughters of Sarah Nursing Center. Please sign below, indicating that you understand the responsibilities and obligations of a volunteer at Daughters of Sarah Senior Community.

Please send this signed sheet and the Volunteer Application to:

Director of Recreation and Volunteers
Daughters of Sarah
180 Washington Ave Ext
Albany, NY 12203
or
roym@doss.org

Signature

Date

Print name

Our Mission

The mission of the Daughters of Sarah Senior Community is to enhance the quality of life of those we serve by assuring independence and dignity through a variety of residential, personal care, health and other quality services, consistent with Jewish values and tradition.

Our History

The Daughters of Sarah Jewish Home for Aged was founded in 1942 with only 18 beds in a refurbished private home on Western Avenue in Albany. Seven years later, Joseph Goodman spearheaded the successful effort to build a dedicated Nursing Center on land in Troy, donated by his family.

With the legacy of Mr. Goodman's generosity, combined with the foresight of the regional Jewish community, Daughters of Sarah became the fine organization that served the health and social needs of women and men throughout eastern New York State and western New England. The Troy facility expanded to 131 beds and by the late 1960s, there was a long list of individuals waiting for admission to the Nursing Center, and plans were pursued to meet the escalating number of needs of the elderly.

The determination of individuals devoted to creating an expanded facility was rewarded on May 15, 1973 by the opening of Daughters of Sarah Nursing Center on more than 40 wooded acres skirting the City of Albany. Daughters of Sarah is a Center of Excellence for skilled nursing care, and the only kosher residence in a 130-mile radius designed to serve the Jewish community.

Today, still growing to meet the needs of the region's elderly and their families, Daughters of Sarah Nursing Center anchors a Senior Community offering long-and short-term rehabilitation services, respite care, intergenerational programming, the Golub Family Memory Enhancement Center for individuals with Alzheimer's disease and other forms of dementia, palliative care, and gracious assisted living and enhanced assisted living in The Massry Residence. Facility-wide renovations to the Nursing Center have transformed it into a more home-like setting with expanded opportunities for socialization, dignity, and a more efficient delivery of services.

Daughters of Sarah Nursing Center is a tribute to its founders and those visionaries who have contributed to its growth during the past seven decades.

Volunteer Application

Please mail or email completed application and
the Employee and Volunteer Health Policy Form to:
Daughters of Sarah
180 Washington Ave Ext
Albany, NY 12203
Attn: Director of Recreation & Volunteers
or
roym@dosscc.org

Name (Please print)

Date of Birth

Home Address

Phone #

Business or School Address

Phone #

Email: _____

In case of emergency please contact:

Name

Phone #

Emergency Contact's Email

Present or previous employment

If student; School and current grade/year

Previous experience as a volunteer

Are you volunteering for a short time?

Yes No

Do you need a letter confirming hours?

Yes No

Are you volunteering for community services hours or other obligations?

Yes No

Previous experience as a paid employee

Education or special training

Hobbies, skill, special interests

Please mark the time(s) and day(s) when you can volunteer:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

How did you learn about the Daughters of Sarah Volunteer Program?

Do you have relatives living in the Center now or previously? (If yes give name)

Please indicate volunteer services preference.

Are there any volunteer services you do not want to do?