



Aurora House Foundation

Volunteer Opportunities

Volunteer opportunities at Aurora House are many. When new volunteers come into Aurora House, we try to gauge their interests and preferences. If you have special skills or training, please let us know. Here are some of the more common opportunities:

- Kitchen/Meals and Meal Preparation
- Laundry Room/Supply Room
- Cleaning
- Resident Care
- Helping Caregivers
- Yard Work
- Special Events
- Office/Administrative
- Other
- All of the Above

Kitchen

Always use gloves when handling dishes *or* food. Get familiar with where the dishes, pans, trash bags, etc. are stored. Everything in the kitchen has a spot to be placed if you do not know where it belongs ask one of the Caregivers.

When cleaning the inside of the refrigerators, take out the containers from each shelf and with water wipe each shelf clean. Do not throw food away. Caregiver in charge of the kitchen will dispose of outdated food. Clean items that have been spilled. Take out vegetables and clean the containers then put the vegetables back.

When cleaning the inside of the cabinets, take out all the items in that section that you are cleaning. Pull out all the cans, packages, boxes, etc. and check the expiration date, if it has expired take it off the shelf and put in a box marked expired items and if cans, boxes have no expiration date pull it out of the cabinet. Put the box next to the water cooler. Clean the inside of cabinet with a small damp cloth and use other small cloth to make sure it is dry before putting the items back in the cabinet.

When receiving cans goods, box foods, etc. Check the expiration date on the can or box and this is the date you put on the can or box with a black marker, not the date you received the items. When cleaning the spice cabinet, check the spices for any bugs, and/or outdated spices.

Help by putting left-over food away. Put food in a container with a lid. Use masking tape and label the container with the name of the food, date it was cooked. Put the containers in the second refrigerator. Do not put away left-over food that has been reheated. If the food was taken out of the refrigerator because it was previously cooked and reheated to be served do not put it back in the refrigerator, throw it away.

Meal and Meal Preparation

The majority of the volunteers do not cook unless you have a cooking permit and/or are very familiar with our kitchen (has to be approved by the Director}. Volunteers can assist the Caregiver in charge of the kitchen by chopping items, mixing ingredients together, using the microwave, preparing tea, preparing desserts and other chores that might be needed. Caregiver in charge will do the cooking and baking.

Laundry Room/Supply Closet

When helping in the laundry room there is a specific place for each item. Familiar yourself where everything belongs. There is a right way to fold the blankets, pillowcases, fitted sheet, towels, etc. Ask one of the Caregivers to show you how to properly fold and where they need to be placed. We will also show you how to wash the clothes. Always wear gloves to put the clothes in the washer. Check to make sure there are no disposable blue pads, disposable briefs, wipes, Kleenex, etc. in between the sheets when putting the clothes in the washer.

When drying the clothes, always set the timer and after every load clean the lint from the dryer filter. This training will take less than 10 minutes. A Caregiver will train you.

The Supply Closet hold a variety of patient items. Organize the shelves and clean the shelves with a small cloth. Remove the items from the shelves and arrange them. Everything in the supply room has its place. Be careful not to move things that are heavy. Take things off the tables and/or shelves before moving them. Do not be in a hurry, if you do not finish in the time you are scheduled, it can wait to be finished later.

Resident Care (Patient Care)/ Family Care

Our biggest opportunity is to make our residents feel welcome. Safe and secure. Before helping with the residents, check with the Caregiver in charge. Things that you can do with the residents are as follows.

- Read a story
- Pray with the residents and/or family members
- Keep the residents' company
- Talk to our residents or just listen to the resident and/or family members
- Help with feeding the resident with Caregiver permission
- Get a cup of tea, water, and/or coffee for the resident (check with Caregiver in charge first, some residents cannot have liquids per mouth or may need thickener in liquids.)
- Sing or hum a song to the resident

Guidelines for Interacting with Patients family members

- Be friendly
- Be Courteous
- Direct all questions to the Caregiver in charge in reference to the patients' health and care.

Cleaning

How to sweep and mop floors: Sweep the floors first. Below is how to prepare the water for mopping. The north wing has a different floor from the south wing, so each wing is swept and mopped differently. If you have questions, ask the Caregiver in charge for directions on how to sweep and mop the floors. On the South Wing use only 7/2 oz of Fabuloso and water to mop the floors. On the North Wing use 1/2 cup of vinegar for every gallon of warm water. Mop and let it air dry or use a fan to help it dry. Throw out the water with vinegar and refill the bucket with water only. Mop the floor again with only the water and let it air dry. Once it has dried sweep the floors again for the last time. Use SOS pads to take off the marks on the floors.

How to clean windows and windowsills: Use Windex and old newspapers to clean the glass on the windows inside and outside. Use a small cloth with soap and water to clean the windowsills and around the windows.

How to clean and dust window blinds: Put warm water and soap in a pan and use a small cloth to wipe every single shingle on the blinds. If just dusting spray with Clorox mixture { 1/10 of Clorox and 9/10 of water } and wipe with a small cloth.

Taking out the trash: Take out the trash from the patients' rooms, Caregivers' offices, restrooms (all three), living rooms (two), laundry rooms (two), and the kitchen. Take trash out from the trash cans and replace the trash bag when you take out the bag. Put the trash outside in the two large trash container bins located in the front entrance of the fence.

Clean and dust all furniture and painting frames: When cleaning the furniture remove all item from the top of the furniture and lightly spray with furniture polish and wipe it off with a small cloth. Dust the painting frames with a small cloth. Clean and dust patients' room if patient has no family in the room. (Check with the Caregiver in charge.)

Cleaning the ceiling fans: When cleaning the ceiling fans make sure there is no one in the room before cleaning. Get a small pan and put the Clorox mixture (1/10 of Clorox and 9/10 of water) and get a small cloth and wipe the blades with the mixture and then take another small doth and wipe the blades again to take off the Clorox mixture. Make sure the blades are not wet.

Clean and dust all doors: When cleaning the doors, get a small pan and put soap and water, with a small cloth wipe the doors from top to bottom with the soap and water. Clean the doors inside and outside. (Both sides)

Cleaning the doorknobs: When cleaning the doorknobs, get a spray bottle with the Clorox mixture (1/10 Clorox and 9/10 water) and spray a small cloth with the mixture and then clean the doorknobs with the cloth. (Optional use disinfected wipes to clean doorknobs.)

Watering the indoor plants: When watering the indoor plants if you can take the plant outside and water it with the water hoses if possible and let it stand and drain for a few minutes (about 10 minutes} before bringing it back to its original place. Be careful that it is not dripping water when you are bringing it back inside. If the plants cannot be taken outside take it to a restroom sink and try watering it there. Do not let water drip on the restroom floor and always wipe the sink after you finish watering the plant and the plant is back in its original place. Check the plants every day to make sure they are not dry, do not water the plants everyday only when it is

needed.

Folding plastic bags: We use donated plastic bags in the trash cans, but before we can use them, we fold them so they will fit in the bottom of the trash can and be ready to be used when needed. There is a right way to fold the bags, so they do not take up a lot of space. Ask the Caregiver in charge to show you how to fold the bags and where they need to be placed. And again, volunteers if it is possible if you can please bring plastic bags that you do not use (H.E.B, Wal mart, etc.).

Vacuum: When using the vacuum cleaner, always be careful and use safety procedures. The only things needed to be vacuum are the two carpets in the front living room and the small carpet in the southwest seating area.

Cleaning and Disinfecting a Room when a resident has expired: Follow the outline that is attached under the supervision of the Caregiver in charge.

Helping Caregivers

Volunteers can assist our caregivers on duty when asked, especially if you have special skills that include nursing *or* care-taking experience. A volunteer's assistance will always be under the direction of the Caregiver. Opportunities include helping to reposition a resident in bed and feeding a resident. Other opportunities include assisting the caregiver in changing diapers, dressings of all kinds and removal of soiled linen, etc. Volunteers should always wear latex gloves when working with a resident and dispose of them in a sanitary manner when finished. The Caregiver will instruct the volunteer on standard procedures when assisting with a Guest. Not your cup of tea? Don't worry. Just let the Caregiver know you would rather not assist in this way.

Yard Work (outside)

When helping outside in the yard, always following safety procedures at all times. Things that you can help outsidess are as following:

- Water the plants outside every other day. Plants can only be watered in the morning before 10:00 am, due to the water pressure being low.
- Re-pot old plants with soil and potting soil if needed.
- Clean the small fountain (the one with the doves). Use gloves, take the water out of the fountain, and put Clorox in a pan and use a brush to scrub the fountain until all the green mold has been taken out and rinse the fountain with water before placing more water in the fountain. Once this is done, the water needs to be changed every other day.
- When raking the leaves with a rake, put the leaves in a plastic bag and place the bag in the trash container in the front of the building.
- You can also help with pulling weeds from the plants and cleaning around the plants. Put the weeds in a plastic bag and place the bag in the trash container in the front of the building.
- Lower Bed Projects are also Welcomed!

Special Events

Here are many volunteer opportunities throughout the year to help in Special Events. Volunteers are always welcome to help with fundraising, planning, setup and clean up and anything else that makes the event a success.

Office/Administrative

Do you know your way around computers, printers, and office equipment? Do you know Word and Excel? Sometimes volunteer opportunities at Aurora House exist in the office too. What are your skills?

Other

Sometimes volunteer opportunities create themselves! As a volunteer, you may see the need for a project that can help Aurora House. It could be fundraising to carpentry. Got an idea? Talk it over with Aurora House Staff

All of the Above

Can't make up your mind? How about all of the above? There is nothing that says you have to volunteer in one area, or another Aurora House needs you.

Welcome to the AURORA HOUSE family

