



Volunteer Packet

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Mission Road Developmental Center Statement of Mission

Mission Road Developmental Center is a community based, church sponsored organization with a call from God to minister to persons with mental retardation by challenging them to achieve their full potential for independence, productivity and inclusion in the community.

Mission Road Developmental Center

Mission Road Developmental Center is a living and training facility for children and adults with mental retardation. We are a private, non-profit, church sponsored agency and a member of the United Way of San Antonio and Bexar County. MRDC provides residential care and day services in a safe, stable and Christian environment. Our goal is to help residents achieve their full potential for independence, productivity and inclusion in the community.

MRDC serves adults, teenagers and children over three years of age. All of our clients have mental retardation ranging in the mild, moderate and severe categories of mental retardation. Many have a combination of physical disabilities, such as epilepsy, cerebral palsy or hearing and speech defects. Several have histories of neglect and abuse.

MRDC celebrated its 60th year in 2007. Since 1947 we have grown from a single home to six homes on our campus and seven homes located throughout San Antonio. Our emphasis is a normal, family life-style for all residents. Regular activities are scheduled both on and off campus to develop social and living skills. Residents are encouraged to attend non-denominational chapel services on campus or to visit a variety of community churches. Residents also attend school, day service programs, vocational programs and some residents work in the community.

In its 60 years of services to persons with mental retardation, MRDC has focused on the particular needs of those persons hardest to serve. After conducting a comprehensive survey of all San Antonio school districts in 1994, MRDC learned that approximately 150 students with severe developmental disabilities graduate annually and have no place to go during the day to continue skills training. In an effort to meet the demand for services and to help insure that families of persons with developmental disabilities remain strong, MRDC established a Day Services Program. It has been well received by program participants as well as their families and continues to grow.



What Is Mental Retardation?

Residents at MRDC may display a wide range of ages, interests and personalities, but they all have one thing in common – they all have mental retardation. That does not mean that they cannot learn, it means that they learn more slowly than other people do.

It also does not mean they will never “grow-up”; they have the same range of emotions, physical needs, and varying interests as all other people. Children at MRDC need love and attention like all children. Teenagers go through the pains of adolescence, and adults have the right to be treated as adults.

Mental retardation is divided into four categories: mild, moderate, severe and profound. Eighty-nine (89) percent of all people with mental retardation in this country are mildly retarded and can, with proper training and encouragement, learn to live independently in the community. Those diagnosed with moderate mental retardation can learn and perform job skills and meet their own daily living needs, but will always require some guidance.

The pattern continues with the severity of a person’s mental retardation. Everyone, even the most severely disabled, can learn some skills and can learn to contribute in some way to their own care. Some people need more help than others in understanding and achieving their own potential.

As a volunteer at MRDC you can help those with mental and physical disabilities find and reach their own potential. You can help them to understand that they are worthwhile human beings. You can share your experiences with them and encourage them to share with you.



How Can I Help?

Volunteers of all kinds are important additions to the program at MRDC. As a volunteer, you enjoy not only the direct contribution that you make in your volunteer work, but the indirect joy of knowing that you are exposing MRDC residents to a new individual from the community.

There are several ways to volunteer at MRDC:

1. On-Campus Group Volunteers:

Volunteering in group activities, either directly with residents or in some aspect of the maintenance of MRDC; for example, painting, repair work, hanging Christmas lights etc.

2. Day Services Volunteer:

Volunteering in our Day Services program which operates Monday through Friday 8:00 AM – 3:00 PM. Volunteers help with vocational, educational and daily living skills training as well as going on walks, field trips and feeding.

3. Individual Volunteer:

Aid in on-campus programming, such as arts/crafts class, music lessons/program, tutoring, field trips, birthday parties, fund-raisers, holiday parties and so much more.

4. Sponsors:

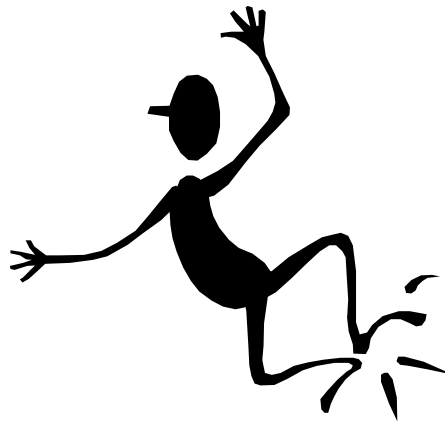
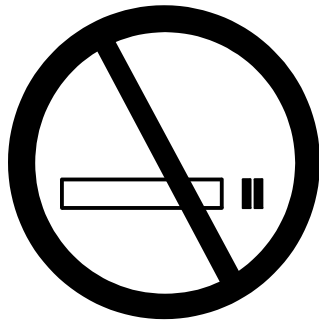
Sponsors may donate items such as jerseys for Special Olympics, Christmas parties, toys, educational books, tickets for community events etc.



Mission Road Developmental Center Volunteer Policies

1. Smoking, alcohol, illegal drugs and firearms are strictly prohibited on MRDC property.
2. All individual volunteers must submit written physician documentation of negative result for tuberculosis test within the past six months of your start date.
3. Volunteers must report accidents resulting in personal injury immediately to the Volunteer Coordinator and/or the supervisor in the area you are working (i.e. Day Services).
4. Volunteers should be courteous and respectful to MRDC residents at all times. Volunteers will not at any time treat, talk to or refer to MRDC clients in a degrading manor.
5. Residents emulate volunteers and staff, so dress appropriately. Slacks, walking shorts and jeans are permitted. Wear comfortable shoes. Please, no T-shirts with questionable slogans.
6. All information obtained about our clients is CONFIDENTIAL. Volunteers must never disclose any information concerning a client unless it is for the client's well being. Information should then be disclosed to the Volunteer Coordinator and the supervisor of the area you are working in (i.e. Day Services).
7. Volunteers must be at least 16 years of age.
8. Volunteers must report any signs of abuse to the Volunteer Coordinator, Social Services Associate, Day Services Supervisor or a Case Manager.
9. All Volunteers must sign in and out on a sign in sheet. This will enable us to maintain the number of hours served, as well as keeping MRDC informed on the volunteer's location in the case of an emergency.
10. Every client must be treated as a competent individual capable of benefiting from active treatment.
11. Volunteers will not discuss client behavior or other personally identifiable information publicly or in front of other clients.
12. Volunteers will not meet a client (s) away from the facility for social reasons without consent from the Volunteer Coordinator, Social Services and the Case Manager.

13. Clients will not be driven to and from a scheduled function in a privately owned vehicle without the consent of the Volunteer Coordinator and Case Manager.
14. Dating between Volunteers and clients is prohibited.
15. At no time will volunteers lend money to, or borrow money from, a client.
16. Volunteers must sign a Statement of Understanding in regards to the MRDC neglect/abuse policy.
17. Volunteers should never hesitate to ask the Volunteer Coordinator, A Case manager, a Social Services Associate or the Day Services supervisor about any concerns they may have in regards to the clients well being. Always ask any questions you may have.





8706 Mission Road
San Antonio, Texas 78214
(210) 924-9265 Fax (210) 922-6006

VOLUNTEER APPLICATION

Name: _____ Social Security # _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone # _____ Alternate # _____

Emergency Contact: _____ Phone # _____

Date of Birth: _____

Are you currently employed? Yes or No

How were you referred to this agency? _____

Have you ever been convicted of /entered a plea of guilty/ received deferred adjudication to a felony and/or misdemeanor or currently have criminal charges pending against you?

Yes _____ or No _____

If yes, please explain:

Why do you want to volunteer for this agency?

Certifications: _____

Hobbies/Interests/Special Skills: _____

Volunteer Signature

Date

Parent/Guardian Signature (If under 18)

Date

NOTICE TO VOLUNTEER APPLICANTS (PLEASE READ CAREFULLY):

Mission Road Developmental Center is a non-for-profit agency serving persons with developmental disabilities under licenses from the State Regulatory Authorities. Under these regulations the Center is required to conduct criminal conviction checks on any person having direct contact with the residents at Mission Road Developmental Center.

Volunteer Policies Statement of Understanding

I have read and understand the volunteer policies of the Mission Road Developmental Center Volunteer Program.

Volunteer Signature

Date

Mistreatment, Neglect Or Abuse Of Residents

Rationale:

All residents of Mission Road Developmental Center have been entrusted by their families, guardians or managing conservators to our care. Each resident is entitled to humane treatment, dignity, and respect from all employees, volunteers, and others. Mistreatments, neglect, or abuse of any Mission Road Developmental Center resident will not be tolerated.

Please read and sign that you have read, understand and agree to this statement:

Name

Date



8706 Mission Road ♦ San Antonio, Texas 78214-3144
210/924-9265 ♦ Fax 210/922-6006 ♦ missionroadministries.org

Personal References

_____ has applied to volunteer at Mission Road Developmental Center, a residential care facility for persons with mental retardation. In the interest of providing the best care for our clients, please provide your frank and honest opinion of the applicant. It would be appreciated if you would assist us by completing the following information. Thank you for your cooperation and promptness to this request.

Instructions: Please complete, insert into envelope provided. Please seal and sign over the seal, then return to applicant.

How long and how well have you known the applicant? _____

Has the applicant worked for you? Yes _____ No _____
If yes, please indicate type of work, length of employment. Etc. _____

What are the applicant's strengths? _____

What are the applicant's weaknesses? _____

How industrious and dependable do you consider the applicant to be? _____

Any additional information/comments about the applicant in regard to teamwork, interpersonal skills, reliability, performance, etc. _____

Signature: _____

Date: _____

Phone Number: _____



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Any additional information/comments about the applicant in regard to teamwork, interpersonal skills, reliability, performance, etc. _____

Signature: _____

Date: _____

Phone Number: _____

APPLICATION DISCLOSURE AND AUTHORIZATION FORM

DISCLOSURE

In connection with your application for volunteering, or during the course of your volunteering (if any), Mission Road Ministries may request and obtain a consumer report as a condition to offering you volunteering or for other volunteering purposes. As defined in the Fair Credit Reporting Act (FCRA), a consumer report may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, including, but not limited to, information regarding your employment history, income, education, licenses, consumer credit history, driving record, criminal record, and general public records history. This consumer report will be prepared by Group One, a “consumer reporting agency” as defined in the FCRA.

In connection with your application for volunteering, or during the course of your volunteering (if any), Mission Road Ministries may request and obtain an investigative consumer report as a condition of offering you volunteering or for any other volunteering purposes. As defined by the FCRA, an investigative report may include information regarding your character, general reputation, personal characteristics, or mode of living. Such information may be obtained through personal interviews with neighbors, friends, or associates of yours or others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the case of an investigative consumer report, you have the right to request, in writing, within a reasonable period of time after the receipt of this disclosure, a complete and accurate disclosure of the nature and scope of any investigative consumer report prepared by Group One at the request of Mission Road Ministries and a written summary of your rights under the FCRA. If an investigative consumer report is performed at a future date during volunteering, you will receive notice no later than three (3) days after the request is made to a consumer reporting agency indicating that such a report has been requested.

AUTHORIZATION

By signing below, I _____
(please print) First Middle Last

hereby voluntarily authorize Mission Road Ministries to obtain a consumer report and/or investigative consumer report about me from Group One and to consider such consumer report and/or investigative consumer report when making decisions regarding my application for volunteering at Mission Road Ministries.

Signature _____ Date _____

Social Security Number _____

Date of Birth _____

“Date of Birth” is for verification purposes only; will not use “Date of Birth” for making a volunteering decision

(OVER)

RELEASE FORM

I hereby release and hold harmless Group One, their respective officers, employees, agents, representatives, affiliates, and all other persons, corporations, partnerships, associations, and entities from which Group One obtains its reports from any and all claims, demands, or liabilities arising out of or in any way related to the request, preparation, transmission, disclosure, and use of any consumer report and/or investigative consumer report made in connection with my application for volunteering.

I certify that I have received and executed a Disclosure and Authorization Form permitting Group One to obtain, prepare, and disclose a consumer report and/or investigative consumer report* on my behalf. I understand that I have the right to have my own legal counsel review this release form.

Signature

Date

Please Print Name

*A *consumer report* may consist of employment records, educational verification, licensure verification, driving history, previous addresses, and other public records relative to criminal charges. A credit report will not be requested unless it is deemed pertinent to the functions of the position for which you are applying.

(OVER)