

LOTUS RECOVERY HOUSE VOLUNTEER POLICY

Purpose: To provide guidance on volunteers who may have direct and regular interaction with residents of the Lotus Recovery House (LRH).

1. Policy Guidelines

- A. Each applicant must complete the Application to Volunteer at Lotus Recovery House form which includes permission to contact various sources for verification of well-being and emotional stability.
- B. The LRH Director will screen and interview all applicants. The LRH Director will conduct reference checks and ensure all required documentation is completed on each applicant prior to the applicant being accepted as a volunteer. The applicant must complete a drug and alcohol test at the expense of the MHR SB.
- C. Background checks should be conducted as required by federal, state and local laws on all persons providing on-going services in the Lotus Recovery House including volunteers.
- D. Background checks will be conducted on volunteers within 60 days prior to volunteering at the house. Depending on the agency used for the check, the volunteer will complete all consent or authorization forms for the background check to be requested and completed. The required forms will be completed by the volunteer applicant and submitted to the LRH Director.
- E. The LRH Director will submit the background check request to the authorized agency for background checks.
- F. The LRH Director will consult with the Mental Health and Recovery Services Board Executive Director on all results and discuss any concerns found with the checks. The volunteers may be persons in recovery who have a criminal background as a result of their substance use and those charges are to be taken into consideration as part of the discussion. Volunteers who present with a criminal background who are believed to put the residents and their recovery at risk will not be approved for volunteer work in the house.
- G. Background checks are to be conducted prior to approval and every two years after the initial check.
- H. Each approved volunteer must attend a general orientation to familiarize themselves with the LRH policies and procedures.
- I. Volunteers must sign the Lotus Recovery House Volunteer Ethics and Standards Agreement and Orientation Form.
- J. All concerns with volunteers or applicants are to be reported to the LRH Director who will determine the level of concerns. The LRH Director will determine if education, training, coaching or discipline is warranted. If discipline is warranted, a disciplinary approach to address concerns including verbal warning, written warning and/dismissal based on the level of concern should be used.

Approved By:



Date Approved: April 16, 2020

Date Revised: January 29, 2021