

VOLUNTEERING HANDBOOK



It Takes a Village

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Land Acknowledgment

We would like to acknowledge the indigenous Peoples of all the lands where we each find ourselves today. We would like to take a moment to acknowledge the importance of these lands where we make our homes and do our work. We do this to reaffirm our commitment and responsibility to Indigenous people and their cultures from coast to coast. Please join me in a moment of reflection to acknowledge the harms and mistakes of the past, and to consider how we can, individually and collectively, move forward in support of reconciliation, justice and respectful collaboration.

Reconnaissance des territoires

Nous aimerions reconnaître les peuples autochtones de toutes les terres où nous nous trouvons aujourd'hui. Pendant que nous nous réunissons en personne et sur une plateforme virtuelle, nous aimerions prendre un moment pour souligner l'importance de ces terres où nous nous trouvons et où nous accomplissons notre travail. Nous le faisons pour réaffirmer notre engagement et notre responsabilité envers les peuples autochtones et leurs cultures d'un océan à l'autre. Veuillez vous joindre à moi pour un moment de réflexion, afin de reconnaître les torts et les erreurs du passé et de réfléchir à la façon dont nous pouvons, individuellement et collectivement, aller de l'avant à l'appui de la réconciliation, de la justice et de la collaboration respectueuse. »

Sault Ste. Marie is in Robinson-Huron Treaty territory and the land on which our community is located in the traditional territory of the Anishinaabe.



Mission Statement



Community Living Algoma supports people with intellectual disabilities.

We are committed to the advancement of a community in which all people:

- are recognized as full citizens;
- achieve personal dignity;
- enjoy the benefits and responsibilities of independence; and
- are supported to reach their full potential

Énoncé de mission

L'Intégration communautaire d'Algoma appuie les personnes qui vivent

avec une déficience intellectuelle.

- Nous nous engageons à l'avancement d'une communauté dans laquelle tous sont reconnus comme citoyens à part entière;
- atteignent la dignité personnelle;
- jouissent des bienfaits et des responsabilités de l'autonomie et reçoivent un soutien dans le but de réaliser leur potentiel.



Vision Statement

All People Belong, Join the Journey



The following points provide additional perspective and understanding of the key themes contained within our Vision statement:

All People Belong

All people in a community belong to that community; are accepted; have the capacity to contribute and are full citizens. A healthy community is one that allows all of its members to belong, participate and be full members.

Join

This word represents togetherness: working together; joining in; and the collective sense of responsibility and opportunity that ALL the stakeholders have in supporting people with intellectual disabilities. The community, parents, staff and other service providers and the people supported all join together in this purpose and vision.

The Journey

The road to achieving inclusion and the supports needed by those with intellectual disabilities is a journey. This is the coming together of many different individuals on a path that leads to inclusion, who accept diversity and are supportive. The journey started when many parents came together to support their children with intellectual disabilities and continues today towards reaching the key goals and outcomes of the people supported.



Values (Service Principles)



We believe...

Respect and Dignity - In respecting each other's individuality, dignity, right to privacy and to make independent choices.

Trust - In developing trust as the foundation for all relationships.

Honesty and Integrity - In being honest in all of our relationships and acting with integrity in all that we do.

Unity and Working Together - In the importance of being collaborative with all our stakeholders and working together to achieve the very best for each person supported.

Community Inclusion - In actively contributing each day to the building of inclusive communities that are accepting of all their members.

Accountability - In being accountable for the quality of our programs, acting professionally and caring about all of those we support and work with.

Commitment - In being passionately committed to supporting people to achieve inclusion, personal dignity and full citizenship.

A large, circular blue frame on the left side of the page contains a photograph of several hands raised in the air, suggesting a group of people participating in an activity. The background of the entire page is a light gray and white diamond-shaped checkerboard pattern.

Volunteer Opportunities



Planning Development & Advocacy Committee

The Planning Development and Advocacy Committee (PD&A) is a standing committee of the Board of Community Living Algoma. This committee's purpose is to attempt to ensure that supports and services for a person with an intellectual disability offered by the Association and the community are pertinent and responsive to the individual's needs and are consistent with the principles of normalization and inclusion.

Education Committee

The Education Committee has representation from the board, various educational institutions, parents, teachers, and other community members from across the district. Based on a commitment to educational inclusion, this Committee promotes CLA's goals and ensures inclusive and appropriate educational opportunities are available for students with intellectual disabilities throughout Algoma from across the district. Based on a commitment to educational inclusion, this Committee promotes CLA's goals and ensures inclusive and appropriate educational opportunities are available for students with intellectual disabilities throughout Algoma.

Finance Committee

CLA's Finance Committee guides financial matters of the organization and makes recommendations to the Board of Directors regarding such matters. With representation from the board and community people, this committee also has a sub-committee that steers fund-raising for the Association.

The "Fund-raising Team" addresses plans to raise funds. Fund-raising activities are very important, since CLA must augment decreasing government dollars with money raised in the community, in order to protect services and supports to individuals.

Human Resources & French Language Service Committee

The Human Resources & French Language Services Committee, comprised of board members and community individuals interested in the human resource area, make recommendations to the Board of Directors regarding labour relations and other employment matters.

Since CLA has been designated by the government as a partial bilingual service provider, this Committee also ensures that bilingual human resource needs are identified and met on an on-going basis.



Quality Enhancement Committee

The Quality Enhancement Committee (QEC) is a sub-committee of the Board of Directors whose responsibility is to make recommendations to the Board regarding CLA's ongoing 'continuous quality improvement' efforts. The committee monitors and reviews the effectiveness of services and supports, as well as compliance to Ministry standards and licensing requirements.

The QEC applies The Council on Quality and Leadership (CQL) Personal Outcomes Measures philosophy to its work. CQL has been a leader in working with human services organizations and systems to continuously define, measure, and improve quality of life and services for children, youth, and adults with intellectual and developmental disabilities. Personal Outcome Measures are a learning tool that can ensure the organization's services are defined by the people we support.

OTHER COMMITTEE OPPORTUNITIES



Rights Review Commission

All people should be able to exercise their human and civil rights and define which rights are most important to them. Rights include basic protections, personal freedoms, and guarantees afforded to everyone.

A rights restriction is a rule, action, or situation that limits the person's choices and/or decisions through controlling their environment, possessions, finances, relationships, and/or actions. If a restriction is imposed for the protection of the person, limitations on a person's actions and freedoms must only be imposed after honest efforts at using a nonrestrictive supportive approach have been tried or when a person needs immediate protection. The Rights Review Commission is that impartial body and is made up of volunteers from outside the organization that meet once a month. Where rights have been restricted, the Commission will review recommendations and plans set out to enable people to retain or regain their rights as well as to safeguard the human, civil, and legal rights of all people who receive services from Community Living Algoma.

Algoma Community Vision Advocates

The Algoma Community Vision Advocates (ACVA) are a self-advocate group made up of people who have developmental disabilities who advocate for equality in the community of Algoma.

The team works diligently to build a rapport and understanding with individuals by listening to them and their needs, in an attempt to advocate for their best interest. Together, they advocate through the development of educational tools, networking across the province, adapting to the changing world, and leading by example. They strive to better themselves by growing their knowledge and exploring solutions for shared issues building a strong community is an inclusive community.

1-1 with People

One of the most rewarding volunteer experiences you can have, is to spend your time building relationships with people we support. Our goal is through your time volunteering with individuals is that you will build lasting friendships and a reciprocal relationship. Volunteering in this way could be going to a hockey game, visiting the park, doing crafts, or maybe it looks like getting a coffee and chatting. Matching your interests with someone supported to find a great mutual fit is essential for us to foster success.



What You Need to Know

PERSON CENTERED APPROACH



Person-centered supports represent a fundamental shift in the approach to providing care and assistance, prioritizing the individual's unique needs, preferences, and goals over a one-size-fits-all medical-centered model. In a person-centered approach, the focus is on the person as a whole, recognizing their inherent dignity, autonomy, and right to make choices about their own life. This philosophy emphasizes active collaboration between the individual, their family, and support professionals to create a tailored plan that takes into account the person's strengths, interests, and aspirations. It aims to foster a sense of self-determination and empowerment, promoting independence and quality of life. By embracing a person-centered approach, organizations like Community Living Algoma can ensure that their support services are truly responsive and meaningful, respecting each individual's unique identity and fostering a more inclusive and compassionate care environment.

Ensuring that volunteers within the organization understand and embrace person-centered approaches is crucial for several reasons; it is vital for maintaining a high standard of care, respecting individual rights and preferences, and fostering a positive organizational culture that values the dignity and well-being of the individuals being supported:

1. **Consistency in Care:** When they are aligned with person-centered principles, it helps maintain consistency in the care provided, ensuring that individuals receive personalized and respectful assistance, regardless of whether it's a staff member or a volunteer assisting them.
2. **Respect for Individual Autonomy:** Person-centered approaches prioritize an individual's autonomy and their right to make choices about their life. Volunteers who understand this approach are more likely to respect these choices and empower individuals to take control of their own decisions and goals.
3. **Enhanced Quality of Support:** Person-centered care has been associated with higher quality outcomes and improved well-being for individuals. When volunteers understand and implement these principles, it contributes to better support services, making a positive impact on the lives of those receiving assistance.
4. **Building Trust and Rapport:** Volunteers who practice person-centered care build stronger relationships with the individuals they support. Trust and rapport are essential components of effective caregiving, and understanding an individual's preferences and needs is key to building these connections.

Person-Centered Language is an important part of how we interact with people. Language should be used to empower others, and so CLA chooses to use person-centered language. This really means that people you volunteer with are treated and spoken about like you would be. Their disability is not their identity.

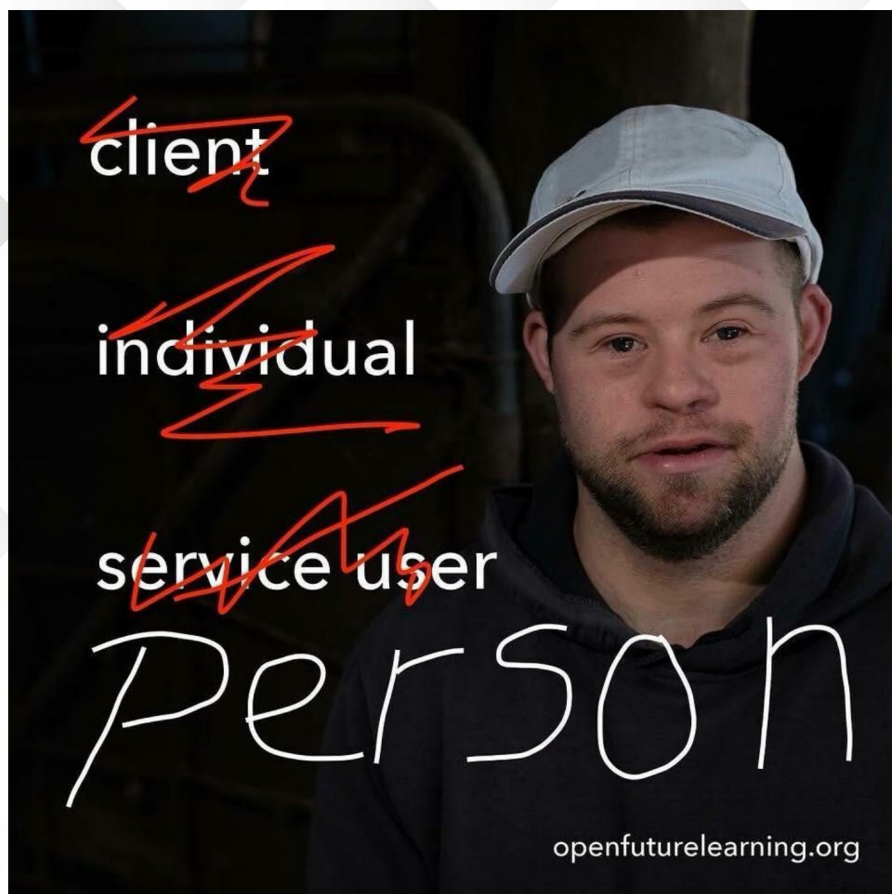
Client: Person, the person supported

Going out into the community: Going out

Non-verbal: Person does not use words to communicate, person communicates by:

An Autistic person: A person with Autism

At the end of the day, people want a life; not a service.





The council of self-advocates created a Bill of Rights outlining to those who support them, what is important to them in terms of their rights. It is important to recognize these rights and do everything you can to help people actively exercise them.

Respect

Respect my ability to make my own choices and decisions. We can disagree but be nice about it. Say sorry when you are wrong.

Self-Advocacy

To be the person I am and choose to be.

To know and understand my rights and options and have my choices respected.

To Be Heard

To speak for myself and be heard.

To get the help I need to communicate.

Privacy

To decide what privacy means to me.

Locks on my door

My own keys

Reading my own mail or having it read

Knock on my door

My own space to be alone

Not touching my things unless I say it is ok

To use the phone in private

Right to sexual intimacy

Choosing Supports

To choose when and how I am supported and who supports me.



Living

To choose where I live, who lives with me and who visits my home.

Relationships

To spend time with whom I want.

Work

To explore and choose what type of job works best for me.

Money

To be in control of my money and to decide how I spend it.

Free Time

To choose what I want to do with my free time.

My Information

To know and decide what personal information is kept and who sees it.

WHERE



Where will I be Volunteering?



Volunteering with CLA is never a dull moment! Volunteering for events may bring you to our head office at 99 Northern, venues such as the Watertower, Roberta Bondar Pavillion, or even a golf course. Anywhere an event may take place you may be requested!

Volunteering for committees could bring you to 99 Northern for meetings, Elliot Lake or Wawa for various reasons, or it could be from the comfort of your computer desk if you call in virtually. CLA will do what we can to make participating on these committees as accessible as possible for you. We value your contributions and the unique perspectives you provide!

Volunteering with people supported could take you anywhere and everywhere! Spending time in their homes, going to the lake for a swim, snow shoeing or skiing in the winter, farms, markets, shows and movies, Bingo or even trips to Walmart are all possibilities when the sky is the limit.





When will I be Volunteering?

**Education Committee**

- This team meets the 1st Monday of every second month (October, December, February, April, and June).

Finance Committee

- This team meets every third Thursday of the month at 12 pm over lunch.

Human Resources & French Language

- This team meets every last Wednesday of the month (the week before the board meeting) in the afternoon.

Quality Enhancement Committee

- This team meets every second Tuesday of the month at 4 pm.

Rights Review Commission

- This team meets every last Thursday of the month at 2 pm.

Algoma Community Vision Advocates

- This team meets every first Tuesday of the month at 1 pm.

Most committees and Commission do not meet in June, July or August

One to One with People Supported

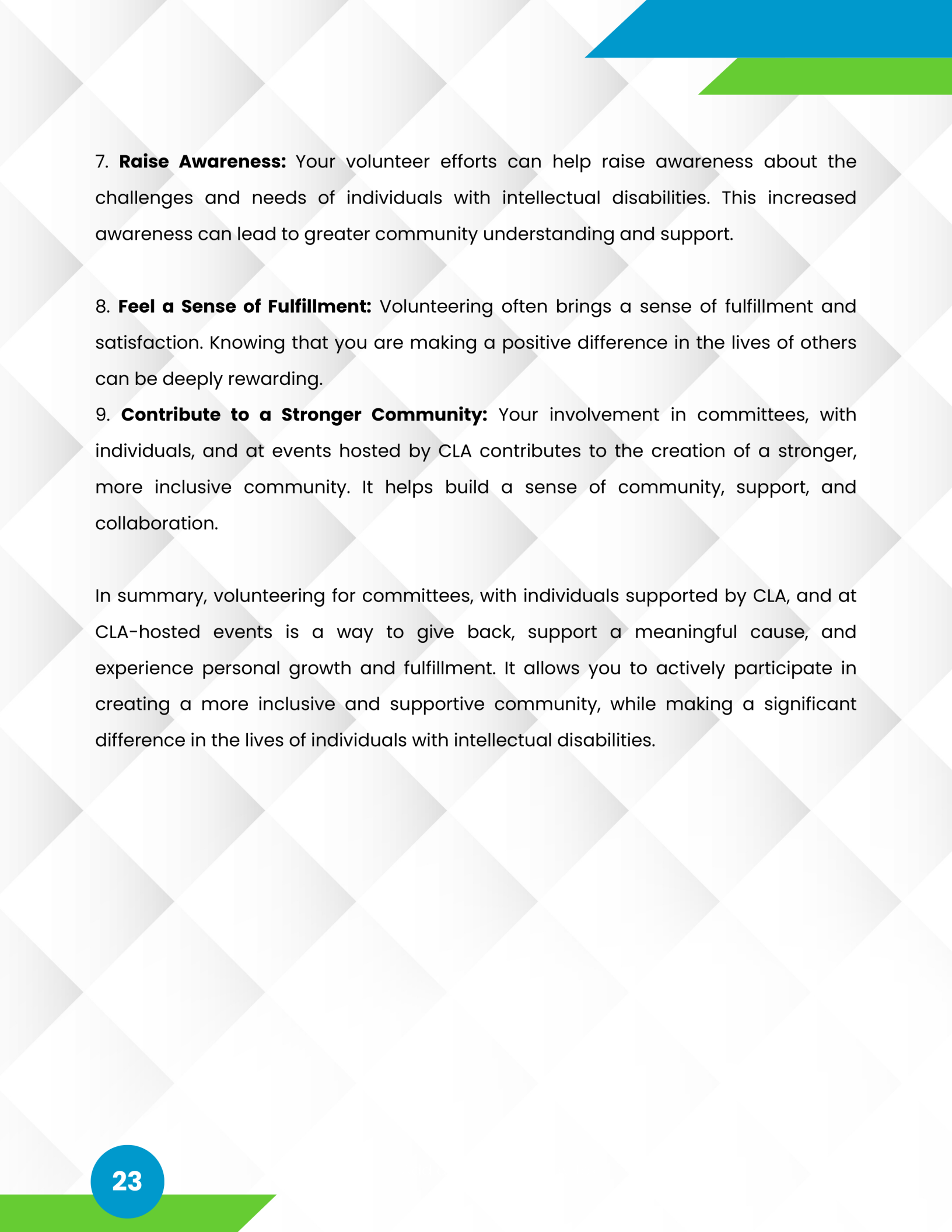
Volunteering time to spend with people supported or for community events would be based on scheduling done as a team.



Why Volunteer?

Volunteering for committees, with the individuals supported by CLA, and at CLA-hosted events can be a fulfilling and rewarding experience.

1. **Make a Positive Impact:** Volunteering allows you to make a meaningful and positive impact on the lives of individuals with intellectual disabilities. By participating in committees, you can contribute to the development and improvement of services and supports, ensuring they are responsive to individual needs.
2. **Support Inclusion and Advocacy:** Volunteering with CLA demonstrates your commitment to inclusion and advocacy for individuals with intellectual disabilities. Your involvement can help advance the principles of normalization and inclusion within the community.
3. **Personal Growth:** Volunteering provides opportunities for personal growth and learning. You can gain valuable experience, develop new skills, and expand your knowledge of the challenges and needs of individuals with intellectual disabilities. Additionally, this demonstration of your commitment can add to the skills and experience to your resume!
4. **Build Relationships:** Volunteering allows you to build meaningful and lasting relationships with the individuals supported. These connections can be incredibly rewarding and contribute to a sense of belonging and community.
5. **Contribute to Decision-Making:** Volunteering for committees means you have a voice in decision-making processes. Your input and ideas can help shape policies, programs, and services, ensuring they are inclusive and relevant.
6. **Community Engagement:** Volunteering at CLA-hosted events fosters community engagement and helps create an inclusive environment. It allows you to interact with individuals and their families, promoting a sense of belonging and mutual support.



7. **Raise Awareness:** Your volunteer efforts can help raise awareness about the challenges and needs of individuals with intellectual disabilities. This increased awareness can lead to greater community understanding and support.

8. **Feel a Sense of Fulfillment:** Volunteering often brings a sense of fulfillment and satisfaction. Knowing that you are making a positive difference in the lives of others can be deeply rewarding.

9. **Contribute to a Stronger Community:** Your involvement in committees, with individuals, and at events hosted by CLA contributes to the creation of a stronger, more inclusive community. It helps build a sense of community, support, and collaboration.

In summary, volunteering for committees, with individuals supported by CLA, and at CLA-hosted events is a way to give back, support a meaningful cause, and experience personal growth and fulfillment. It allows you to actively participate in creating a more inclusive and supportive community, while making a significant difference in the lives of individuals with intellectual disabilities.



HOW

How Do I Start Volunteering?

We are thrilled that you're interested in sharing your time and skills to make a positive impact in our community. Your enthusiasm and commitment mean the world to us!

Y o u r J o u r n e y S t a r t s H e r e

1. The First Step: Eager to Begin?

Are you excited about becoming a part of our community? Whether you're interested in working directly with people we support or contributing to one of our committees or commissions, your journey with us begins with a simple desire to make a difference.

2. Vulnerable Sector Check – No Worries!

If you choose to volunteer directly with people we support, rest assured that a vulnerable sector check is a standard part of our onboarding process. The safety and well-being of our community are our top priorities. Don't worry, we will provide you with a letter and so this check will be completed at no cost to you.

3. Meet Kira Beall: Your Partner in This Journey

Kira Beall is here to ensure your experience as a volunteer is nothing short of amazing. She will meet with you to discuss your availability, interests, and skills. Kira will then communicate your preferences to our various managers to find the perfect fit for you. For those of you who want to join a committee or commission, Kira will direct you to the staff support of that team.

4. Smooth Transitions

We understand that starting something new can be daunting. You won't be alone; our dedicated team will support your transition into your role, ensuring you feel comfortable and confident from day one.



5. Continuous Check-Ins

Our commitment to you doesn't end once you start volunteering. We'll routinely check in with you to make sure you have all the resources and support you need. Your satisfaction and well-being are important to us.

6. Orientation Day: Get to Know Us Better

Regardless of how you choose to volunteer, we'll spend a day giving you an in-depth orientation about CLA. You'll learn about our expectations, our mission, vision, and core values. Additionally, we will explore CLA's policies, procedures, and Ministry expectations related to providing supports to individuals. This will not only help you feel more connected but also give you a clear understanding of how your contributions align with our goals.

We're passionate about what we do, and we're thrilled to have you on board.

Your journey as a volunteer will be full of exciting challenges, rewarding experiences, and the opportunity to make a meaningful impact in the lives of those we serve.

Join us today, and let's create positive change together!

Kira Beall; Advocacy & Inclusion Coordinator

kira_beall@cla-algoma.org

705-253-1700 ext. 6002

Frequently Asked Questions



1. Can I use you as a reference?

- a. Of course! The most direct or qualified person be it a staff member or manager would be able to be used as a reference.

2. How often can I/am I able to volunteer?

- a. It all depends on where you volunteer! Depending on the committees and events, you may only be needed every month or so. If you are volunteering with individuals, it would be based on your schedule and theirs. There is always opportunity to alter a schedule or make some changes as needed.

3. How often will I be checked in with?

- a. Kira Beall will check in with you every month or so to ensure you are supported, but the manager or staff will be more than happy to check in with you more regularly as needed. We will have wrap around supports for you and the person you work with.

4. Do I need CPR or First Aid?

- a. You do not need CPR or first aid if you are not planning to be alone with a person who gets support from CLA. If you are going to a public place (ie. Greyhound game, library, pool) you will be expected to be with CPR and first aid trained individuals. It is something, however, that we would never discourage!

5. Do I need a COVID-19 vaccination?

- a. For the safety and best practices of the individuals you will be interacting with, you will need to have your COVID vaccination to volunteer.

6. How do I become a Community Living Algoma Board Member?

- a. To become a board member for CLA, you first have to join a committee of the board (ie. education, finance, etc).

7. How will I hear of volunteer opportunities?

- a. You will be added to a private Facebook group and email group where we will send opportunities to you and sign-up forms. We also encourage you to join our general Facebook and Instagram pages!



EDUCATION COMMITTEE



Jacques Ribout, **Chair**

Margaret Barbeau, **Vice Chair**

Linda Headrick

Rosanne Zagordo

Marilu Horton

Anna Rendell

Kristen Viita

Staff Support: Sergio Iacoe

FINANCE COMMITTEE



Brad Symboluk, **Chair**

Kris Zanatta, **Vice Chair**

Leslie Dunseath

Wade Lodge

Chenod Naylor

Staff Support: John Policicchio, Louise Wishman
Nicole Clark

HUMAN RESOURCES & FRENCH LANGUAGE COMMITTEE



Jacques Ribout, **Chair**

Ann Ficociello, **Vice Chair**

Danielle Valiquette

Mac Headrick,

Staff Support: John Prgomet

QUALITY ENHANCEMENT COMMITTEE



Linda Headrick, **Chair**

Anke Lansky-Johnson, **Vice Chair**

Mac Headrick

Ann Ficociello

Emily Kelly

Paula Summers

Staff Support: Jennifer Wiwchar



ALGOMA COMMUNITY VISION ADVOCATES



Craig Holmes, **Chair**

Gordon Draper, **Vice Chair**

Deborah Chadwick, **Treasurer**

Staff Support: Kira Beall

RIGHTS REVIEW COMMISSION



Larissa Richmond

Kali Bertolo

Rosalind Ennis

Evi McKee

Deborah Chadwick

Staff Support: Kira Beall



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