



## Volunteer Program Overview

In 2006, 330,000 New Hampshire volunteers dedicated 41.1 million hours of service. That's 33% of New Hampshire residents helping in our own community! At Lakes Region Partnership for Public Health (LRPPH), it is our mission to improve the health and well being of the Lakes Region through inter-organizational collaboration and community and public health improvement activities.

Currently, LRPPH volunteer opportunities include: Administrative/Event Support, Caregiver Advocacy, Lakes Region Community Emergency Response Team, Lakes Region Reserve, Lakes Region Medical Reserve Corps, and Medicare Counseling. Through our various volunteer programs and opportunities, LRPPH strives to enhance the quality of service provided to Lakes Region communities and residents.

In the following pages, a description of each program is listed, as well as a LRPPH Volunteer Application and directions, a reference form, and a volunteer agreement form. If you have any questions during the application process, please contact our office!

**Lakes Region Partnership for Public Health**  
*Your Partner for a Safer and Healthier Community*



## **PROGRAM OVERVIEW**

### Administrative/Event Support:

Administrative and Event Support Volunteers work with LRPPH staff in a variety of vital functions: answering phones, assisting with large mailings, public education and outreach, organization of small and large events and more! Administrative and Event Support Volunteers are key to the operations of the day-to-day functioning of LRPPH, as well as large events!

### Caregiver Advocacy:

Caregiver Advocates work in partnership with the ServiceLink Caregiver Advocate and Caregivers Network Liaison to assist caregivers in enhancing the self-sustaining regional caregiver support network through resource sharing, support groups, education and training and providing advocacy. Volunteers provide one on one support to family caregivers, assist in the development of the Caregiver Newsletter, promote public awareness and education, and assist in the planning and implementation of events, education and training.

### Lakes Region Emergency Response Team (LR-CERT):

The Lakes Region Community Emergency Response Team (LR-CERT) is comprised of trained community members who provide assistance and support to local first responders in the event of an emergency. LR-CERT members complete a 20 hour training course instructed by local responders and experts from the field. From directing traffic in floods, to helping to open or staff emergency shelters, the LR-CERT is trained to provide a large spectrum of assistance to local responders.

### Medicare Counseling:

Under the direction of the ServiceLink Medicare Specialist, Medicare Counselors provide Medicare and Medicare related counseling services to older adults, adults with disabilities and their families. Volunteers provide one on one Medicare Counseling services; help in the development of public awareness activities related to Medicare and promote public education on Medicare and Medicare related programs. Medicare Counselors must complete trainings sponsored by ServiceLink, Bureau of Elderly and Adult Services and/or Centers for Medicaid and Medicare (CMS) to become certified Health Insurance Counselors for Older and Disabled Adults.

## Lakes Region Reserve (LRR):

In the event of a large scale emergency, the Lakes Region Community Emergency Response Team (LR-CERT) may not be able to meet the needs of emergency responders, or in the event of a public health emergency, the needs of medical personal. The Lakes Region Reserves is a group of volunteers who have completed the Community Emergency Response Program, however, wish to be activated only after LR-CERT resources have been depleted.

### **SELECTION PROCESS**

Recognizing that LRPPH program volunteers have direct and frequent contact with confidential information, as well as frequent contact with the community, selecting individuals with the right temperament and competencies to perform these vital functions is key to the programs' success. For this reason, the following selection process will be utilized whenever volunteers apply:

- Written Application
- Two Reference Forms
- Personal interview. During this interview, the applicant will be screened for suitability, motivation, skills and previous relevant experience.
- Criminal Record Check.
- Volunteer Agreement
- Confidentiality Agreement

Due to the nature of the work of specific programs, applicants may also be requested to submit the following items:

- Health Insurance Verification
- Vehicle Insurance Verification
- BEAS Protective Agreement

### **TRAINING**

Proper training is critical for the success of all LRPPH programs. Volunteers must have a clear understanding of their role, as well as their functional limitations. For this purpose, each program has a required training program volunteers must complete. For information on program specific training, please contact our office.



---

**Lakes Region Partnership for Public Health**  
Volunteer Application Form

---

Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Date of Birth \_\_\_\_\_

---

**Program Applying To** (circle one):

Administrative Support    Caregivers Advocate    Medicare Counselor    LR-CERT    LRR

---

**Employment**

Circle One                  Employed Outside Home                  Unemployed                  Retired  
Place of Employment \_\_\_\_\_  
Job Title \_\_\_\_\_ Length of Employment \_\_\_\_\_  
Work Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Previous Employment \_\_\_\_\_ Length of Employment \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

---

**Education**

High School \_\_\_\_\_  
Location \_\_\_\_\_ Graduated \_\_\_\_\_  
College \_\_\_\_\_ Location \_\_\_\_\_  
Degree \_\_\_\_\_ Graduated \_\_\_\_\_  
Other \_\_\_\_\_ Location \_\_\_\_\_  
Degree \_\_\_\_\_ Graduated \_\_\_\_\_

---

---

**Volunteer Information:**

Please list any previous and current volunteer experiences:

<u>WHERE</u>	<u>LENGTH OF TIME</u>	<u>DUTIES</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

Please circle all areas of interest or skill:

- |                          |                        |                       |
|--------------------------|------------------------|-----------------------|
| Greeting/Registration    | Administering vaccines | Emergency Planning    |
| Interpreting/Translation | Dispensing medications | Transporting People   |
| Community Outreach       | Triage                 | Transporting Supplies |
| Training Volunteers      | Data Entry             | Food Handling         |
| Childcare/Elder care     | Computer Support       | First Aid             |
| Tracking expenses        | Traffic Control        | Radio Operations      |
| Ordering/tracking        | Security               | Supportive Counseling |
| Sign Making              | Crowd Control          |                       |

---

Are you certified in any of the following?      First Aid      CPR      OSHA 10      SHIP

Are you bi/multi-lingual? \_\_\_\_\_ If yes, in what language(s) \_\_\_\_\_

Please list any other special talents, training or certificates: \_\_\_\_\_

---

**References**

Please list two professional references (name/address/phone number).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(date)