

義工須知

前言

聖公會聖基道兒童院成立於 1935 年，最初主要收容當時社會上的孤兒，現時已發展成為多元化兒童服務機構，更是全港擁有最多兒童之家服務名額的非政府機構，致力幫助兒童在健康的環境下成長，發展潛能，活出豐盛人生。服務內容包括兒童住宿服務、學前教育服務、兒童健康發展綜合服務、新來港人士服務及臨床心理輔導服務。

義工服務計劃能幫助參與者發揮個人潛能、服務社會，而本院服務亦可透過不同的人力資源得以發展，亦增加外界對本院服務的認識。

須知

(一) 個人義工

- 1.1 申請人必須思想成熟、性格獨立，不為任何物質報酬而願意提供服務。
- 1.2 每位義工申請人必須經過甄選，並簽署義工合約，方能正式成為本院義工。
- 1.3 合約期間，義工應盡心提供服務及遵守合約要求，並與服務單位主管保持聯絡，共同商討有關服務之問題。
- 1.4 義工應尊重本院的宗旨及工作方針，在服務期間所得悉有關個人及院方的資料，要絕對保密。
- 1.5 義工合約期滿前，院方職員會與義工總結期間之服務，如雙方滿意，會續簽合約。若院方或義工需要提早終止合約，須於一個月前通知對方，惟院方會按實際需要，保留隨時終止義工合約的權利。
- 1.6 為兒童提供服務的特別須知
 - 個人探訪關懷服務的義工，必須年滿二十一歲。
 - 申請人如對義務工作有經驗或有特殊技能者，將獲優先考慮。
 - 提供個人探訪服務的義工是否可帶兒童外出則按兒童及義工情況個別考慮。

(二) 團體義工

- 2.1 申請服務團體必須為一註冊團體或附屬於某一註冊團體，提供服務之所有成員必須為十六歲或以上人士。
- 2.2 申請服務團體須為本院提供持續性之服務，平均最少三個月內服務三次，服務內容及性質需與接受服務的單位配合。
- 2.3 有興趣團體請填寫「團體義工申請表」，詳列擬提供服務之詳情。成功申請的團體將獲本院專人通知。
- 2.4 參與服務人士應尊重本院的宗旨及工作方針，在服務期間所得悉有關個人及院方的資料，要絕對保密。
- 2.5 本院保留終止與服務團體合作的權利。

(三) 聯絡方法

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Guide to Volunteers

Introduction

As a volunteer, one can develop his / her potential and serve the society. In return, services of the Home can be developed and be more widely known to the society as a whole.

Guide

1. Individual Volunteers

- 1.1 A volunteer must be mature, independent and willing to provide service without payment.
- 1.2 All applicants need to be assessed and attend an interview before becoming a registered volunteer of the Home. Successful applicants are required to sign a service contract with the Home. Details of the service content will be clearly stated in the contract.
- 1.3 During the contract period, the volunteer should serve whole-heartedly and follow all requirements of the contract. He / she should keep close contact with the responsible worker to discuss issues concerning the service provided.
- 1.4 All volunteers should respect and follow the service objectives of the Home. All information acquired about the Home and the client during the serving period should be kept confidential.
- 1.5 Before expiry of the contract, the Home will review the volunteer's performance in order to decide whether to renew the contract or not. A one-month notice is required if either the volunteer or the Home wants to discontinue the service before expiry of the contract. However, the Home reserves all rights to discontinue the contract at any time if deemed necessary.
- 1.6 Special notes for service to children
 - Those who pay visits to children on individual basis must be 21 years old or above.
 - Applicants with experience in children service or special talent will be given priority.
 - Whether the volunteer can take a child for outing will be decided on individual consideration.

2. Volunteer Groups

- 2.1 Applicant should be a registered body or sub-group of a registered body, whereas the members providing service should be 16 years old or above.
- 2.2 Applicants are required to provide continuous service to the Home at least 3 times in 3 months. The service nature and content should suit the need of the Home.
- 2.3 Applicants should complete the Group Volunteer Application Form with detailed service proposal. Only successful application will be informed.
- 2.4 All members of the volunteer group should respect and follow the service objectives of the Home. All information acquired about the Home or the client during the serving periods should be kept confidential.
- 2.5 The Home reserve all rights to discontinue any service provided if deemed necessary.

3. Contact

For further enquiries, please contact:

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