



THE BESS AND MOE GREENBERG FAMILY

# Hillel Lodge

LONG-TERM CARE HOME OF OTTAWA

## Volunteer Onboarding Checklist

EVERYONE VOLUNTEERING AT HILLEL LODGE IS REQUIRED TO COMPLETE PREREQUISITES AS OUTLINED BELOW.

- Vulnerable Sector Police Clearance: The Police Records Check must be dated no earlier than six months prior to placement commencement). More information is available on the [Ottawa Police Services website](#). Hillel Lodge can provide a letter for to submit to the Ottawa Police Services. *(Required for volunteers aged 18+ only.)*
- Proof of COVID-19 Vaccination (2 doses).
- Influenza Vaccination: Written documentation of vaccination prior to or during annual influenza season; if not vaccinated, the student / volunteer is encouraged to be vaccinated.
- Volunteer Application Form
- Attend a 45-min virtual interview.
- Complete a Successful character reference verification
- Declaration of Offences & Misconduct Form
- Mandatory Online Orientation Training
- Attend a 1-hour Tour and Orientation session.

I acknowledge that I have completed the mandatory requirements that apply to my position at Hillel Lodge

Name:

Date:

Signature: