

VOLUNTEER HANDBOOK



Waban Projects, Inc.

5 Dunaway Drive
Sanford Maine 04073
(207) 324-7955
Fax; (207) 324-6050

www.waban.org
volunteers@waban.org

WABAN Volunteers Making a difference

SERVING OUR COMMUNITY WITH PROGRAMS FOR CHILDREN AND ADULTS WHO HAVE DEVELOPMENTAL DISABILITIES SINCE 1966

Waban Projects, Inc. is a non-profit corporation organized to develop and operate programs which promote the general welfare and education of children and adults with developmental disabilities.

Waban Projects, Inc., a community based agency, believes in the principles of normalization, integration and self-empowerment in the least restrictive environment. All programs, residential and day, operate utilizing those principles.

Waban Projects, Inc. was born from a dream four decades ago. Four lifetime friends had a vision for a special place where people with developmental disabilities and other special needs could enjoy the summer and that would offer a respite for their families. This restful place would be founded on the principle of providing loving help, motivation and patience so vital to the human needs of each person. Each program would be designed to create a sense of self-awareness and to build strong self-esteem and pride borne from accomplishment. Their goal was to try to offer people of all ages with physical and mental disabilities the best place in the world in which to reach their maximum potential. Camp Waban has blossomed into a larger organization known as Waban Projects that offers a variety of services to people with developmental disabilities.

CHILDREN'S SERVICES:

Waban's Children's Program in Sanford provides services for children with developmental delays or disabilities and/or behavioral health disabilities and their families residing in York County. In the course of one year, over 200 children and families throughout York County are supported by these community based and center based services.

CASE MANAGEMENT:

Waban's Case Management program helps parents of children, birth to 21 years of age, who have Mental Retardation, Mental Health Disorders, Autism Spectrum Disorders, or other developmental delays/disabilities locate, access, and make effective use of services for their community.

PRESCHOOL PROGRAM:

A year-round program with a morning or afternoon session providing developmental therapy to children ages two and half to five years old. Children participate in a small classroom setting staffed with a teacher and assistants. Children may receive speech, occupational and physical therapies through contracts with community providers. Teachers, therapists and parents work as a team to implement goals and objectives in the context of play.

INFANT & TODDLER PROGRAM:

This year-round Early Intervention Program services children ages birth through three who have been identified with special needs or who could be at risk for developmental delays and their families. These services include: language based playgroups, parent and child playgroups, home-based services, parental support, and therapy services.

ASSESSMENT TEAM:

Comprehensive developmental assessments are conducted weekly by an occupational therapist, speech pathologist, physical therapist, social worker and educational specialist. Family members are full participants in the assessment process for children birth to five years old.

RISE (Room for Individualized Supported Education)

A center based preschool program for children with Pervasive Developmental Disorder (PDD) and/or Autism that provides a small classroom setting, intensive developmental therapy, and integrated speech, occupational and physical therapies, with an emphasis on social, language, self-help skill building, and interactive play.

ADULT PROGRAMS

Waban's Adult Programs include both residential and day program services. The residential programs support over 80 adults ranging in age from 22 to 89 years old and provide services 24 hours a day, 7 days a week in a variety of community-based settings. The day programs offer both center and community based services and support over 200 individuals in the course of one year.

ADULT CASE MANAGEMENT:

This day service program provides services to adults eighteen and older who have a diagnosis of Mental Retardation, Autism, Asperger's or PDD-NOS. A prospective client, individual or agency acting on behalf of the adult can make a referral for this service. This community-based service enables adults to live in the community with their families or in more independent settings. (Day Service)

INDEPENDENT SUPPORT SERVICES:

The ISS program supports individuals who wish to live by themselves or with roommates in their own apartments in the community. These individuals have worked hard at becoming as independent as possible, but still need some staff support. Most of the staff support needed is home based and assistance may be provided in the following areas: finances, budgeting, paying bills, writing checks, balancing checkbook, shopping for personal and household items, Coordination of medical care/services, community integration, self-advocacy, and the building of natural supports are intricate components of this program. (Day Service)

RESIDENTIAL SUPPORTED LIVING:

Waban provides a variety of supported living settings for individuals who are able to live more independently in the community. Consumers reside in their own apartments and homes, with support staff as needed. Each residential setting provides independently tailored habilitation programs which will enhance each consumer's ability to integrate into the community and increase their independent living skills.

Cove Street -

Day Street Apartments -

Main Street Apartments -

North Avenue -

Old Mill -

Riverview -

Country Club -

RESIDENTIAL LICENSED HOMES:

Waban administers licensed homes in the Sanford area that house 3 - 5 adults with developmental disabilities. The purpose of these homes is to teach/promote independent living in a community setting and to provide the residents with accessibility to various work sites in the community or at Life Works. In the evenings they work on cooking, cleaning and personal hygiene skills with support staff as needed, as well as participating in community activities and outings.

Elm Street Home -
School Street Home -
Dubois Drive Home -
Country Club Home -
Essex Street Home -
Lenox Street Home -

RESIDENTIAL LICENSED WAIVER HOMES:

These fully accessible homes serve 4-5 residents who have multiple disabilities and high medical needs. Each resident has their own bedroom and participates in day activities that meet their own personal needs. Community outings are an important part of their programs. A registered nurse is on staff at each home to consult with and help ensure that high quality medical services are provided.

Colby Lane Home -
Cottage Hill Home -
Day Street Home -
Sunny Lane Home -
Morrells Mills Home -
Windmill Farm Home -

LIFE WORKS:

This is a CARF (Commission on Accreditation of Rehabilitation Facilities) accredited community and center-based day program serving adults with developmental disabilities. Emphasis is placed on the uniqueness of each individual, promotion of independence through structured choice, therapeutic activities, training in life skills, community integration, and the enhancement of socialization skills.

Located in Springvale, the Work Center is a CARF accredited vocational program established to provide work opportunities for those willing and able to pursue employment. Vocational options include Center-based work, community-based enclaves, job development, job training, job placement, job support, and competitive community job placement. The Work Center also provides vocational assessment and assistance to area school students in school to work transition. (Day Service)

CAMP WABAN:

Located on a quiet, forested corner of Bauneg Beg Lake in Sanford, Summer Camp offers weeklong summer recreational opportunities in fully handicapped accessible waterfront facilities for children and adults with developmental disabilities and their family members and care givers. Day time activities including lifeguard monitored swimming, kayaking, paddle boats, pontoon boat rides, fishing, home cooked meals provided by our kitchen, nightly camp fires, and sleeping overnight in fully accessible cabins enables campers with a variety of disabilities to fully experience the joy of summer at the lake.

VOLUNTEER POLICY:**Policy Statement:**

Waban Projects, Inc. will accept volunteers who meet the criteria.

Volunteers may work with consumers, staff and/or support staff.

Volunteers will meet with administrator/director/manager prior to beginning as a volunteer.

Volunteers will attend a short orientation, at this time they will review and sign an agreement regarding confidentiality, HIPAA, abuse, dress code, smoking policy, and consumer's rights.

Background checks will be completed.

Qualifications:

Have good moral values.

Be willing to provide services according to Waban Projects, Inc. policies and procedures.

Be uncompensated for duties performed.

Are expected to abide by policies and external regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility and drug use.

Will not be eligible for any benefits, including Worker's Compensation.

An employee may not become a volunteer in any capacity in which he or she is employed or which is essentially similar to the individual's regular work.

Procedure:

Volunteer coordinator, on receipt of volunteer application, will contact volunteer. A time, convenient to all, will be set for volunteer to visit with the administrator or director at the facility.

Before volunteering, each person must attend a short orientation.

Policies:

We are a smoke-free agency. We request that you do not smoke while on the grounds nor in the presence of our consumers.

We request that you dress appropriately for the activity. (Bathing suits for the beach or pool, but not for the programs or homes.)

We require that you report to the administrator or director any suspected abuse, either physical or emotional.

If and/or when you transport any consumer, we may ask for proof of insurance and registration.

All information regarding consumers or families must never be shared with others not involved with that consumer.

Confidential information may not be discussed where others may overhear it.

Computers and internet sites are the property of Waban Projects, Inc. and should never be used for personal business or pornographic material.

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As a volunteer for Waban Projects, Inc., I, _____,
have read, reviewed and agree to abide by the above policies.

Signature

Date