



#### Volunteer Opportunities

Family and friends of residents, Veteran-service and other outreach groups, students, and individuals looking for ways to help local Veterans and/or seniors are warmly welcomed at the Walla Walla Veterans Home! Opportunities for volunteering are diverse ranging from friendly visits with a Veteran, to assisting staff in coordinating specialinterest groups, to using personal talents to provide "in-home" entertainment. Time spent participating in activities like walking the grounds together, sharing a meal, assisting with letterwriting or computer projects, or playing table games offers social connection and encouragement that is key to maintaining a positive and meaningful quality of life for out Veterans. There are numerous other practical ways to serve our Veterans as well such as raising funds for WWVH resident project, supporting the care staff with kind words, helping with meal cleanup, and more.

### **VOLUNTEERING**





#### **VISITORS**

Residents at the Walla Walla veterans Home (WWVH) love to have visitors. Between sitting with them during dinner, taking walks together around the campus, or playing a game of checkers in the den, there are countless ways visitors can help support the feelings of connection and gratitude that are promoted in our homes. Whether you personally know someone who lives in the WWVH or simply want to share time with some of our honored Veterans, be assured that both you and they will be richly rewarded during the visit.

#### **PETS**



Sharing the love of our furry friends is just one of many ways volunteers can brighten the days of Veterans at the WWVH. If you have a people-friendly pet that you 'd like to bring in for a visit, feel free to contact us to discuss the details!

Consider some unique ways that you or your group could help WWVH residents and let us know...We'd love to hear your creative ideas!

General visiting hours at WWVH are 9:00am to 4:30pm every day of the wee. Please remember to check -in at the front entrance of the house you're visiting when you arrive, and check-out before leaving.

For more information about volunteering please call us at 509-394-6809





Thank you for your interest in becoming a volunteer at the Walla Walla Veterans Home! It is because of caring people like you that we are able to honor Veterans and enhance their daily lives in extra-special ways through meaningful interactions and social connections.

#### **WWVH Volunteer Application Process**

- 1. Complete the application form as thoroughly as possible, including ANY type of related experiences. The last page lists some optional volunteering assignments, but these are not meant to limit the options. If you have a specific interest, you would like to share feel free to write it in the "other" section. We'd love to hear your creative ideas!
- Return the completed application to the front desk at WWVH, or mail to Walla Walla Veterans Home
   92 Wainwright Drive
   Walla Walla, WA 99362
- 3. Once we've reviewed your application, you will receive a phone call inviting you to attend one-on-one interview with Volunteer Coordinator. During this time, you'll get a tour of the campus (if you haven't already done so) and will have the opportunity to share more details about your skills and the ways you would like to help the WWVH.
- 4. Volunteer Orientation occurs once a month. If invited to attend that orientation, you will be given the time and date after the one-on-one interview meeting. Orientation is designed to provide education on hos the recreation and volunteer programs work at WWVH, to discuss expectations and fire safety training, and to complete volunteer agreement paperwork.
- 5. After Volunteer Orientation had been completed, your first day will be scheduled with the Volunteer and Recreation Coordinators. On this day, job duties will be explained as needed, and introductions will be made to the staff and Veterans you will be interacting with!

Thank you again for applying to be a volunteer at the Walla Walla Veterans Home. We look forward to getting to know you.





Volunteer Application

voiditteer Application	
Applicant Contact Information	
Name	
Mailing/Street Address	
City	
Home phone/Mobil/Work	
Email Address	
How'd you hear about us?	
Availability	
During which hours are you available	e for volunteer assignments?
☐Weekday Morning ☐\	Neekend Mornings
	Neekday Afternoons
= : =	Weekend Evening Other time
Interests	
	sted in volunteering: (See attached Volunteer Opportunities List)
Special skills, Training or Qualificati	ons and the second seco
Summarize special skills and qualific	ations you have acquired from employment, previous volunteer work or
through other activities.	
Precious Experience	
	nteer experience with seniors, people with disabilities or Veterans.
Control Contro	,
	8





Organization volunteered/wor	ked for in the last ten years we may contact
Name & Organization	
Title & Phone Number	
Email Address	
Name & Organization	
Title & Phone Number	
Email Address	
	-
References that we may conta	ct
Name & Relationship	
Phone Number	
Email Address	
Name & Relationship	
Phone Number	
Email Address	
Has the US Department	of Human Services, Office of the Inspector General, ever excluded you as a
	his means that you have been or currently sanctioned and are not eligible to
	Medicare for services provided by you as a provider in a health care related service
paid for by these programs. $\square$	
Agreement and Signature	
	H Recreation Director/Volunteer Coordinator, after you have completed and
	een received an Interview will be held. Volunteering may begin once, a background
	tion has been completed and a level of commitment is determined. By submitting
	facts set forth in it are true and complete, I understand that id I am accepted as a
	omissions, or other misrepresentations made by me on this application may result
	o agree and understand my volunteer status is dependent on successfully passing
	ank you for completing this application form and for your interest in volunteering
with us.	
Name (Printed)	
Signature	
Date	
OFFICE USE ONLY	
Date Application Received:	References Contacted:
Date Interview Scheduled for:	Criminal Background Chacks





Please check any areas of Interest that you would be willing to volunteer your time for. It is Important that our volunteers are involved in opportunities that relate to their own interests and enjoy doing.

- Greeting and welcoming new Veterans/Family Members
- Media/Magazine Distribution
- Pet/Animal visits
- Visiting 1:1 with Veterans
- Helping a resident write about their military experiences serving our country
- Facilitate nature integration (i.e., supply and help maintain birdfeeders)
- Reading to Veterans
- Organizing storage closets or supplies
- Writing cards or letters with Veterans
- Helping Veterans to write down Life Stories
- Teaching/helping Veterans in the computer
- Musical Talents Specify
- Artistic Talent/Crafts Specify
- Walking with Veterans
- Writing volunteer newsletter articles
- Creating theme backets
- Assisting with hands-on projects (i.e., shopping, lunch, etc.)
- Spending time specifically with individuals who have cognitive impairments
- Assisting with special events
- Playing cards and other table games with Veterans Specify
- Assisting with religious services/devotional time
- Leading of facilitating a gardening group
- o Other:

This guide is to serve as a resource to those seeking to apply for a background check in the Washington State Department of Veterans Affairs. New employees, existing employees, interns, students, volunteers, contractors, and work-studies working at the homes, as well as certain Central Office and King County staff will complete a background check.

Individuals requesting a background check will work with their respective Human Resources Consultant on the specifics of when the background should be submitted.

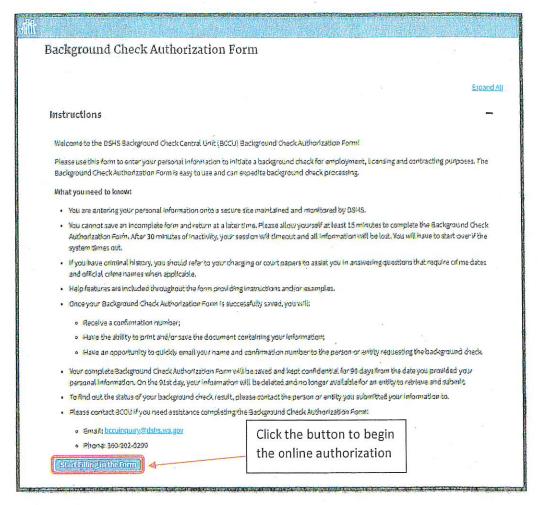
The following applies to the new background check process:

- Current employees who are in their renewal window for their background check will reapply and submit their background check using the online process outlined in this document.
- Background check submissions must be submitted at least seven (7) days prior to the expected start date if
  possible. The list will allow the HR Consultants to retrieve background check results from the BCCU system and
  track the applicants appropriately.
- When completing the online background check authorization form, the individual <u>must</u> enter the DVAHRbackgroundchecks@dva.wa.gov as one of the emails the confirmation code to be sent to.
- An online background check authorization form (BAF) can be accessed and completed from their own computer, tablet or smart phone at <a href="https://fortress.wa.gov/dshs/bcs/">https://fortress.wa.gov/dshs/bcs/</a>

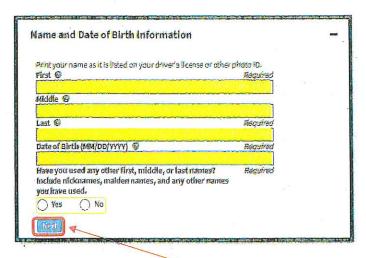
**NOTE:** For individuals completing the online Background Authorization Form, the computer must have Google Chrome installed as the default web browser. If the individual is a current employee completing a renewal, the WDVA computer or workstation will have Google Chrome installed on the desktop. You will locate the Google Chrome icon on the desktop, double click and this will launch the Google Chrome web browser.

Below is a step-by-step guide on how to complete the Background Authorization online:

1. Go to https://fortress.wa:gov/dshs/bcs/. You will arrive at the below landing page:



2. Once the 'Start filling in the form' button is clicked, the next box will automatically expand.



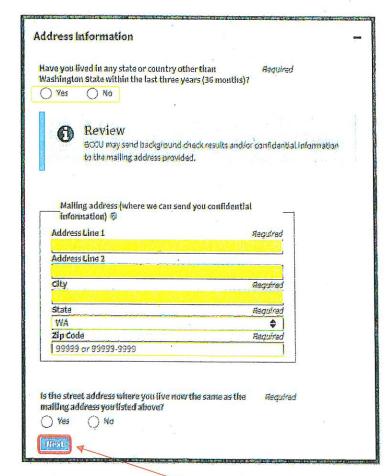
Completed all required fields and then click the 'Next' button move automatically expand the next section.

3. Complete the 'Additional Applicant Information' section.

Phone Number 🥝	Required	
(999) 999-9999 or (999) 999-9999 x9999		
Email Address ©		
Social Security Number (SSN) @		
Do you have a valid driver's license?	Required	
Yes () No	negon 90	

Completed all required fields and then click the 'Next' button move automatically expand the next section.

4. Complete the 'Address Information' section.



Completed all required fields and then click the 'Next' button move automatically expand the next section.

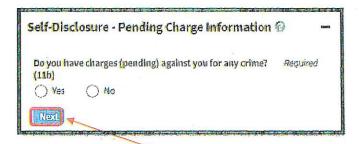
5. Complete the 'Self-Disclosure - Conviction Information' section.

Self-Disclosure - Conviction Information 🖗			1
Have you ever been convicted of any crime? (11a)	Required		

Completed all required fields and then click the 'Next' button move automatically expand the next section.

Note: Clicking on the '?' icon seen here: will open a new window that contains helpful information regarding self-disclosure.

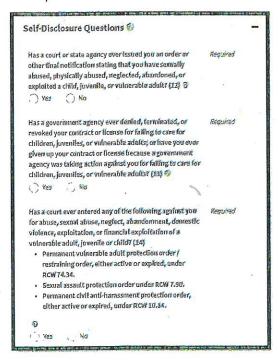
6. Complete the 'Self-Disclosure - Pending Charge Information' section.



Completed all required fields and then click the 'Next' button move automatically expand the next section.

Note: Clicking on the '?' icon seen here: will open a new window that contains helpful information regarding self-disclosure.

7. Complete the 'Self-Disclosure Questions' section.



Completed all required fields and then click the button:

Review Your Information

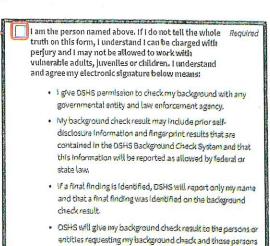
Note: Clicking on the '?' icon seen here: Self-Disclosure Questions will open a new window that contains helpful information regarding self-disclosure.

8. When the 'Review Your Information' button is clicked, it will open a new page to review all the information entered. At the bottom of the page, complete the attestation:

By clicking this box, the user agrees to the below notices.

**Note:** The form cannot be electronically signed without this box being checked.

Once complete, click the 'Proceed to Electronic Signature' button.

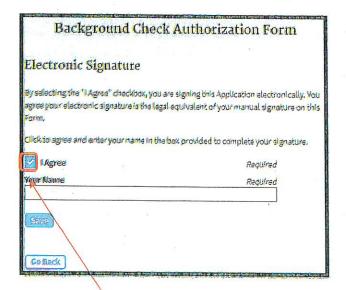


or antitles may release my background check results to other persons or entitles when the law authorizes or requires them to do so. Fingerprint rap sheets are provided if allowed by

Proceed to Electronic Signature

federal or state law.

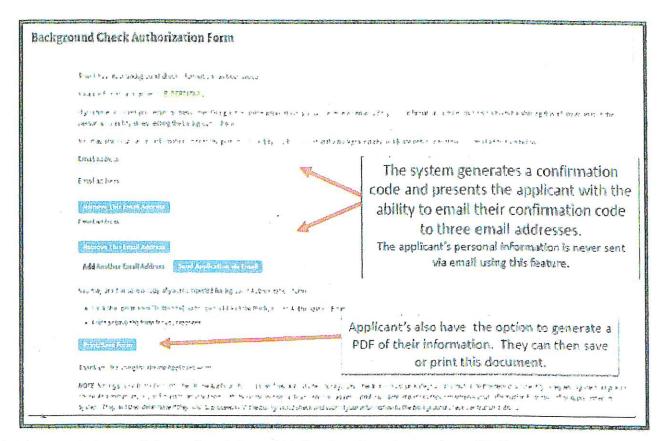
9. A new page will populate and the below 'Electronic Signature' field will appear.



Type the name in the box and click the 'I Agree' box, then click 'Save'. Once the applicant clicks the 'Save' button, a new page will populate allowing them to complete the process.

10. Complete the Email fields.

**Note:** DVAHRbackgroundchecks@dva.wa.gov must be one of the emails listed. WDVA cannot receive results or notifications if this email is not included.



11. After completion, email the applicant's Date of Birth and confirmation number to WDVA Human Resources

Todd Heird & Todd Head DNA, WA, GOV