

Referral Process for Employment and Volunteer Opportunities

Purpose:

To establish a standardized process for referring residents to employment and volunteer opportunities that support their personal growth, community engagement, and independence.

Policy:

(Insert name of SLP) encourages residents to pursue meaningful employment and volunteer experiences. Staff will facilitate referrals while respecting each resident's abilities, interests, and level of independence.

Procedure:

1. Resident Assessment:

- RSD will assess each resident's interest, skills, and need for assistance in pursuing employment or volunteer opportunities.
- Use the **Employment / Volunteer Assessment** form to determine the level of support needed:
 - **Independent:** Resident coordinates opportunities independently.
 - **Reminders/Supervision:** Resident requires reminders or supervision.
 - **Assistance:** Resident requires staff help in coordination.
 - **No Interest:** Resident declines participation.

2. Identifying Opportunities:

- Staff will research potential employment or volunteer roles suitable for the resident's skills and interests.
- Opportunities may include local businesses, nonprofit organizations, or facility-based volunteer roles.

3. Referral Process:

- Document the referral in the **Referral Tracking Spreadsheet**, including:
 - Resident Name & Room Number
 - Referral Type (Employment / Volunteer)
 - Position / Opportunity
 - Organization & Contact Person
 - Referral Date
 - Level of Assistance Needed
 - Follow-Up Date
- Contact the organization on behalf of the resident if assistance is needed.
- Provide the resident with details of the opportunity and ensure they understand next steps.

4. Follow-Up and Monitoring:

- Staff will follow up on referrals according to the documented **Follow-Up Date**.

- Track outcomes in the spreadsheet: Interviewed, Accepted, Declined, or Pending.
- Offer additional support as needed, based on the resident's level of assistance.

5. **Documentation:**

- All referrals and outcomes must be recorded and maintained in the resident's file and the **Referral Tracking Spreadsheet**.
- Staff must sign and date entries for accountability.