
VOLUNTEER INFORMATION SHEET

St. Joseph's Home is a Non-Profit Organisation (registration number: 002-908 NPO), situated in Montana, a suburb in Cape Town, South Africa. Our organisation was established in 1935 and managed by the Pallottine Missionary Sisters of the Roman Catholic Church. This unique specialised facility caters for medically fragile and disabled children, from 0 -18 years old, who require on-going nursing and rehabilitative care, not available to them at their homes. All the patients come from poor socio-economic backgrounds. St. Joseph's Home has an excellent track record of over 75 years of service delivery. The children suffer from chronic illnesses such as HIV/AIDS, cancer, diabetes, respiratory, heart-lung-kidney failures and congenital abnormalities. Most children will remain in our care for 6 months to a year while they undergo treatment and rehabilitation. Some children stay longer due to parental neglect of their medical condition and/or as a result of a lack of adequate resources at home, but our social work team works closely with family members to empower them to maintain the long term health and wellness of their child.

Children require and receive free 24 hour nursing care, on-going rehabilitative services, play therapy, specialised nutrition, access to educational opportunities through the crèche and the local special school on the premises. The holistic treatment approach developed by the Pallottine Missionary Sisters was designed to give the children a second chance at a healthy childhood. In addition to the crèche and the school, services include physiotherapy, occupational therapy and recreation that open up access to skills and opportunities that would not have been available before.

Our volunteer program is managed by a Volunteer Management Team (VMT), which consists of a Volunteer Coordinator and Manager.

Volunteers should be over 18 years of age. Younger persons must be accompanied by an adult supervisor. Volunteers should commit for at least 2 consecutive months of service, unless otherwise agreed upon with the Volunteer Co-ordinator.

If you are interested in working with the children, please know that before you start working as a volunteer you will need to provide:

- A valid Police Clearance Certificate (for overseas volunteers). Police clearance can be obtained from your local police station.
- Local volunteers (from as young as 16 years old, must complete a Form 30 of the National Child Protection Register (Regulation 50(1)(b)[Section 126(3) of the Children's Act, (no 38 of 2005)]) that takes 3 months to clear. This is a legal requirement of the South African Children's Act and must be adhered to.
- Local School pupils younger than 18 years old (accompanied by an adult) must provide a Sworn Affidavit, declaring that they have no criminal convictions.
- Motivation Letter (Explaining why you are interested to volunteer).
- Two (2) letters from referees other than family.
- Detailed CV
- Copy of Identity Document (ID) or Passport.

Volunteers are at the heart of its structure, as a support to paid staff. The contribution of volunteers to the work of St. Josephs is especially valued and respected. Volunteers increase the capacity to fulfil the mission statement of St Joseph's and delivers on its objectives. Volunteers keep the organisation in touch with its purpose and provide a wide range of relevant skills and perspectives that add value to the work done at St Joseph's.

The following is a guideline of how volunteers can assist in the different categories:

VOLUNTEER CATEGORIES:

1. **SUNFLOWER WARD (Local and international volunteers) who assist in the wards with Non-medical tasks**
Sunflower Ward is a medical ward with children suffering from HIV/AIDS and other infectious diseases. It has a bed capacity of 25, and accommodates children (mainly babies and toddlers, both boys and girls) from 0 – 7 years old.

TIMES: 09:30 – 12:30 (nap time from 12:30 – 14:00); 14:00 - 16:00 → Week days and Weekends

- Assist with supervision of babies and toddlers,
- Assist with spoon feeding of toddlers (encourage self-feeding, as children need to learn independence),
- Help tidying up after meals and play ,
- Assist with general ward routine duties as instructed by the ward staff,
- Do one-on-one activities with children who don't attend school/crèche, e.g. board games, puzzles ,
- Provide recreational activities for a group of children,
- Assists Occupational Therapists (OT's) in groups as per instruction, i.e. Arts and Crafts; Baby Walking & Crawling Groups,
- Reading stories to the children,
- Provide musical stimulation,
- Assist with planning and implementing an After-school and/or Holiday Programme,
- Assist school-going children with homework,

2. **DAISY WARD (Local and international volunteers) who assist in the wards with Non-medical tasks**

Daisy Ward is a medical ward with children suffering mainly from Diabetes and Cancer. It has a bed capacity of 25, with boys and girls from 0 – 10 years old.

TIMES: 09:30 – 12:30 (nap time from 12:30 – 14:00); 14:00 - 16:00 → Week days and Weekends

- Assist with supervision of babies and toddlers,
- Help tidying up after meals and play,
- Assist with general ward routine duties as instructed by the ward staff, e.g. assist with dressing, bathing, grooming,
- Do one-on-one activities with children who don't attend school/crèche, e.g. board games, puzzles,
- Provide recreational activities for a group of children,
- Assists Occupational Therapists (OT's) in groups as per instruction, i.e. Arts and Crafts; Baby Walking & Crawling Groups,
- Reading stories to the children,
- Provide musical Stimulation,
- Assist with planning and implementing an After-school and/or Holiday Programme,
- Assist school-going children with homework,
- Facilitate life-skills development activities.

3. **SWEET BASIL WARD (Local and international volunteers) who assist in the wards with Non-medical tasks**

Sweet Basil Ward is a medical ward with children suffering from chronic medical conditions, such as Birth defects, Respiratory, Neurological, malnutrition, HIV, etc. It has a bed capacity of 32, with boys and girls from 0 – 10 years old.

TIMES: 09:30 – 12:30 (nap time from 12:30 – 14:00); 14:00 - 16:00 → Week days and Weekends

- Assist with supervision of babies and toddlers,
- Assist with spoon feeding of toddlers,
- Help tidying up after meals and play,
- Assist with general ward routine duties as instructed by the ward staff, e.g. assist with dressing, bathing, grooming,
- Do one-on-one activities with children who don't attend school/crèche, e.g. board games, puzzles,
- Provide recreational activities for a group of children,
- Assists Occupational Therapists (OT's) in groups as per instruction, i.e. Arts and Crafts; Baby Walking & Crawling Groups,
- Reading of stories,
- Provide Musical Stimulation,
- Assist with planning and implementing an After-school and/or Holiday Programme,
- Assist school-going children with homework,
- Facilitate life-skills development activities.

4. **PROTEA WARD (Local and International volunteers) who assist in the wards with Non-medical tasks**

Protea Ward is a medical ward with children suffering from chronic medical conditions, such as Diabetes, Cancer, Birth defects, Renal failure, HIV, Respiratory and Cardio- defects, etc. It has a bed capacity of 30, with boys from 10 – 18 years old.

TIMES: Week days 14:00 – 17:00; → or weekends 09:30 – 16:00

- Assist with Homework,
- Provide moral support where needed,
- Provide recreational activities for a group of children,
- Do sporting activities with the children,
- Introduce/practice musical instruments, e.g. guitar, piano,
- Provide One-on-one activities, e.g. board games,
- Assist with planning and implementing an After-school and/or Holiday Programme,
- Assist school-going children with homework
- Facilitate life-skills development activities.

5. **FREESIA WARD (Local and International volunteers) who assist in the ward with Non-medical tasks.**

Freesia Ward is a medical ward with children suffering from chronic medical conditions, such as Cancer, Diabetes, Birth defects, Respiratory and Cardio- defects, etc. It has a bed capacity of 32, with girls from 10 – 18 years old.

TIMES: Week days 14:00 – 17:00; → or weekends 09:30 – 16:00

- Assist with homework,
- Provide moral support where needed,
- Provide recreational activities for a group of children,
- Do sporting activities with the children, e.g. netball, dancing, exercise groups, etc.,
- Introduce/practice musical instruments, e.g. guitar, piano,
- Provide One-on-one activities, e.g. board games, etc.,
- Assist with planning and implementing an After-school and/or Holiday Programme,
- Assist school-going children with homework
- Facilitate life-skills development activities.

6. **ADMINISTRATION** (Local and International volunteers) who assist with general administrative tasks.

- Perform General administrative duties as per instruction

7. **INTERNSHIPS**: We also offer Internships in the following categories:

No intern will be allowed to perform any Health/medical tasks, without registration with that particular professional Board/Council in relation to studies (Physio-; Occupational therapy; Social Work; Nursing).

All interns are required to spend about 50% of their internship period providing recreational activities to the children.

Interns need to be very clear about their expectations, to ensure that the requirements from their university/college are met.

- **NURSING** (unless registered with the SANC, you may not practice as a nurse)

- Administration/Record-keeping;
- Observations during procedures;
- Escorting patients to clinics (under supervision);
- Home visits with patients;
- Participate in Case-discussions of patients;
- Supervision over children;
- Bathing, nappy-changing;
- Grooming of patients;
- Assist with feeding;
- General ward duties as per instruction by the Ward Sister/ Staff nurse in charge.

- **SOCIAL WORK** (from the 3rd year of study)

- Relationship building with patients;
- Emotional support to patients;
- Written feedback after interaction with individual patients;
- Group activities like cooking and arts and crafts;
- Supervision over children;
- Assisting with the after-school programme;
- Observations during interviews with children and families;
- Planning on projects like the holiday programme;
- Home-, school- and hospital visits with patients.

- **OCCUPATIONAL THERAPY** (from the 3rd year of study)

- As per instruction by the Occupational Therapist/s

- **PHYSIOTHERAPY** (from the 3rd year of study)

- As per instruction by the Physiotherapist/s

- **RESOURCE DEVELOPMENT**

- Marketing;
- Communications/Public Relations;
- Fundraising;
- Journalism/Media Studies;
- Graphic Design;
- Photography;
- Web-design;
- Events Planning.

- **FACILITIES MANAGEMENT** (Operations Management)

- Health and Safety;
- Housing and Maintenance;
- Logistics;
- Gardening;
- Laundry & Kitchen.

8. ACCOMMODATION:

- Accommodation for international volunteers is available on request and dependent on availability at a minimal cost per month or a portion thereof (which may change over time).
- Cost includes one cooked meal per day at midday. Other meals volunteers/interns must provide for themselves.
- These are dorm-type accommodation, which is either single or shared by two persons of the same sex. Your visitors are welcome, but it is not considered appropriate to take members of the opposite sex to your bedroom. Couples are not allowed to live together unless officially married.
- Rooms are equipped with a kettle, crockery, wardrobe, bed, desk and basin. Bathrooms are shared with other volunteer/s or staff.
- Eating utensils will be provided; a stove, microwave and refrigerator are available for your use.
- The organisation provides bedding, unless volunteer/intern prefers to use his/her own. Volunteer/Intern must provide own towels.
- Volunteer/intern is responsible for keeping their room neat and tidy, and washing their own laundry. A washing machine will be available for your use; however you need to provide your own detergents.
- No visitors are allowed to sleep over unless previously arranged with the management.
- Volunteers/Interns should provide their own medical and travel insurance, and will be covered under the organisation's Public Liability Insurance.
- The organisation is situated away from major shopping malls and entertainment areas (about 20 minutes' drive from town). Public transport is not very reliable. It is therefore advisable to secure your own transport, e.g. car hire (a list is attached as a guide), or call out taxi/cab services (see list attached as a guide).
- The working hours of Volunteers/Intern living in, will be adjusted to accommodate both the Home and the volunteer/intern.
- Internet use is only available for office use, during office hours. No downloading is allowed without prior permission from the Finance Manager. Volunteers may only Skype if it is related to work or school at a time communicated through to our Finance Manager. You may check your emails and messages during your break times. The telephone is there for work purposes only and not for private use.

9. **VOLUNTEER PLACEMENT AGENCIES:** The organisation accepts volunteers/interns directly and also works closely with the following Volunteer Placement Agencies:

Name of Agency	Contact Person/s	E-mail & website	Contact numbers
Connect-123	Jess Wills	jess@connect-123.com http://www.connect-123.com	USA (gen. enquiries): +1 800 731 6406 SA (office): +27 21 462 5968 SA (cell): +27 82 626 5467
Kickstart	Andre	andre@kickstart.co.za http://www.kickstart.co.za	+27(0)21 422 3185
Xchange SA (World of Xchange):	Karin Comer Colleen Helen	karincomer@worldonline.co.za xchangeadmin@xchangesa.com www.xchangesa.com	+27(0)21 9799149 Skypename: CultureXChange
Volunteer Adventure Corps (VAC)	Andrew Ndwanja Jon Wilson	Andrew@vacorps.com / Jon@vacorps.com http://www.vacorps.com/	Mobile - +27 (0)734655159 Tel - +27 (0)214424970 +27 (0)832879913
Volunteer Centre	Natasha Simons	Recruitment@volcent.co.za ICV@volcent.co.za	124 Belvedere Road Claremont, 7708 Phone: 021 674 5338 Fax: 021 674 5367 Sharecall: 086 082 6873 Website: www.volcent.co.za
4 Exchange	Katelijne Hammers	info@4exchange.nl http://www.4exchange.nl/	Tel: +27 (0) 21 5540572 Cell: +27 (0) 76 7527973 Fax: +27(0)086 66 88 139
	Wouter Voois	wouter@4exchange.nl E-mail: wouter@4exchange-southafrica.com Web: www.4exchange-southafrica.com www.internship-south-africa.com	
	Jana Williams Katrin Stoxreiter	studentsgoabroadcapetown@gmail.com www.studentsgoabroad.com	Skype janawill Tel. +27 (0)21 - 813 6310 Mobile +27 (0)74 - 171 3432 Fax +27 (0)86 - 269 3039 Visit Commerce House, Unit 509, 55 Shortmarket Street, corner Loop Street, Cape Town Mail P.O. Box 32335, Camps Bay 8040, South Africa

10. **NUMBERS OF A FEW TAXI/ CAB SERVICES:** This is a guide only, thus the organisation may not be held responsible for quality of service of these companies.

TAXI / CAB SERVICE	PHONE NUMBER
Sport Taxi	+27 (0)21-447-4444
Excite Taxi	+27 (0)21-448-4444
Telecab	+27 (0)21-788-2717
Grab a Cab	+27 (0)21-556-6344
Unicab	+27 (0)21-4481720
Safe Cab	+27 (0)21-797-6406
Cab X Press	+27 (0)21-448-1616
Cabs on Call	+27 (0)21-552-6103
Cabs on Call (southern suburbs)	086-136-7222 - SA

11. **A FEW CAR RENTAL COMPANIES IN CAPE TOWN** (This is a guide only. There are much more rental companies available. The onus lies with you to find reliable/suitable transportation)

 <p>FUN CAR – www.fun-car.co.za +27 (0)73-443-4273 info@fun-car.co.za</p>	 <p>BETTA CAR HIRE www.bettacarhire.co.za Ferdinand Str, Cape Town Ph: +27 (0)21 712 6789</p>	 <p>Drive Africa https://www.driveafrica.co.za Phone: +27 (61) 0668578 Phone: +27 (61) 0664086 From SA: 061 0668578 Fax: +27 21 4 47 11 30</p>
 <p>www.wilhelmsauto.co.za 9 George Blake Rd, Stellenbosch 7600 Ph: +27 (0)21 882 8155</p>	 <p>www.renta-vw.com 20 Middel Street, Bellville, Cape Town, Western Cape 7530 phone: +27219497266 phone: +27769332313 bookings@renta-vw.com</p>	 <p>www.aroundaboutcars.com 20 Bloem St, Cape Town 8001 Ph: +27 (0)21 422 4022</p>
 <p>www.ulf.co.za 116-118 Kloof Street. Cape Town +27-(0)72-199 2925 086-527-6609 or Intnl: +49-3212-104 6058 info@ulf.co.za</p>	 <p>http://www.rentacheapie.co.za ph: +27 (0)83 445 4671 info@rentacheapie.co.za</p>	 <p>Hire at the lowest rates http://www.arguscarhire.co.za Ph: 0800 981 211 (SA) ph: +44 20 3026 9152 (international)</p>
 <p>http://www.avis.co.za +27 21 927 8800 International Fax +27 21 934 2337 +27 21 934 2783 Cape Town International Airport, Cape Town</p>	<p>Cape Town Airport Cars www.capetownairportcarrental.net 0800-980-355</p>	<p>Tempest Car Hire www.tempestcarhire.co.za +27 (0)21-481-9860 Buitengracht St, Cape Town</p>
<p>Budget Car www.budget.co.za 0861-016-622</p>	<p>Rental Cars www.rentalcars.com 0800-981-448 International: +44 161 836 6715</p>	<p>Hertz https://hertz.co.za +27 (0)21-410-6800 40 Loop Street, Cape Town</p>
<p>Thrifty www.thrifty.co.za +27 (0)21-936-2121 cptairport@thrifty.co.za</p>	<p>Adelphi www.adelphi.co.za +27 (0)21-439-6144 94 Main Road, Cape Town</p>	<p>Vineyard Car Hire www.vineyardcarhire.co.za +27 (0)21-761-0671 298 Main Road, Cape Town</p>