

Dear Candidate,

Thank you for your interest in joining the Extend-A-Family volunteer team. All of the applicable items listed below need to be submitted at the time of your orientation.

- Three Completed Reference Inquiry Forms
 - Two professional and one personal reference – please do not include family members
 - Reference Inquiry Forms can be completed submitted in hardcopy or online
http://www.eafwr.on.ca/online_application/reference_form

- Quality Assurance Measures (QAM) Training
 - Can be completed online – see attached instructions

- Police Record Check
 - Bring original copy to be viewed and photocopied **OR**
 - Bring receipt showing that it has been ordered

- Any Certificates or Training → First Aid/CPR, NVCI, Other Special Training

- Driver's License (if applicable)

- Insurance Certificate (if applicable) → Liability Amount \$ _____

If you have any questions or concerns please do not hesitate to contact:

Michelle Scala
Recruitment and Volunteer Coordinator
(519)741-0190, ext.238
Email: mscala@eafwr.on.ca

All developmental service organizations in Ontario now operate under the ***Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008***, which includes the Ontario Regulation 299/10 and a number of quality assurance measures:

*“MCSS announced that all developmental service agencies providing services to adults with developmental disabilities will be required to comply with the requirements of the quality assurance measures (**QAM**) regarding Ontario Regulation 299/10....effective January 1, 2011.”*

What does this mean for you?

There is **mandatory province-wide training** or education for boards of directors, staff, workers and volunteers of agencies that provide services and supports to adults with a developmental disability. There is much work to be done and your participation in this is both time-sensitive and mandatory – the Ministry of Community and Social Services expects compliance immediately.

What is the first step?

For all of our workers who support adults, 18 years of age and over, the first step is to view, and then sign off that you have viewed, a training video. When you have completed viewing the segments identified below you need to **complete the evaluation survey** we have created.

You may, depending on funding, be paid a **\$20 honorarium** for completing this task once we have confirmation that you have done so through participation in the evaluation survey. We will also assure that your participation is tracked on our contract management system.

There are **two options** available, through Extend-A-Family, for you to view the **QAM** video:

- 1. Online** - Link to site at: http://gamtraining.net/files_english.html
Click on “Videos” – Do not “Download Video”, instead, click on the screen for each segment.
Watch segments: **1, 2, 4, 7, 8** (will take about 70 minutes)
Link to evaluation survey at: <http://www.surveymonkey.com/s/QAMtraining>
Complete and submit the survey on-line **or** contact us to receive a hard copy to mail/fax to EAF.
- 2. QAM Video Viewing at Extend-A-Family Waterloo Region** – The QAM video can be viewed at the Extend-A-Family office if you do not have access to a computer. Please contact Sarah Martin or Karen Bennett to make arrangements.

The next step: It is now mandatory that **all workers** of Extend-A-Family Waterloo Region are **certified in First Aid/CPR**. We have added classes to our training schedule to accommodate our workers needing to certify or re-certify...**for free**. Please call our front desk at **(519) 741-0190 ext. 0** to sign up for a class. To view our Training Schedule, please visit our website www.eafwr.on.ca. If our dates don't work with your schedule, the other option will be to attend a First Aid/CPR class being offered elsewhere, at your expense.

If you are already certified in First Aid/CPR –**Thank You!** *Please note that re-certification will now be compulsory within 3 years of your course date.*

If you have any questions related to this initiative, please be in touch with either:

Sarah Martin, Training Coordinator at 519-741-0190, ext 238 or smartin@eafwr.on.ca