



JFCS
EOHHS
DCJIS

CORI REQUEST FORM

Jewish Family & Children's Service has been certified by the Department of Criminal Justice Information System for access to conviction and pending criminal case data. As an applicant, employee, volunteer or intern, I understand that a record check will be conducted initially, as well as periodically during agency wide CORI record checks performed at the discretion of JF&CS in compliance with the policy set forth by the DCJIS. My signature below certifies the information below is correct to the best of my knowledge.

SUBJECT'S INFORMATION (PLEASE PRINT CLEARLY)

*LAST NAME *FIRST NAME MIDDLE NAME SUFFIX

FORMER LAST NAME 1 FORMER LAST NAME 2 FORMER LAST NAME 3 FORMER LAST NAME 4

XXX - - / / PLACE OF BIRTH
*SOCIAL SECURITY # *DATE OF BIRTH
(LAST SIX DIGITS REQUIRED)

MOTHER'S FULL NAME FATHER'S FULL NAME ID THEFT INDEX PIN#
(IF APPLICABLE)

*CURRENT ADDRESS

*SEX: HEIGHT: ft. in. EYE COLOR: RACE:

*DRIVER'S LICENSE NUMBER *STATE ISSUED

*SIGNATURE *DATE

- Please do not fax.
- Illegible forms will be returned.

****=Required***

TO BE COMPLETED BY REQUESTOR

THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____ (ex: Passport, MA Driver's License, MA ID card, etc.)

REQUESTED BY: _____ (Hiring Manager's Name to send results)

******PLEASE ATTACH A LEGIBLE COLOR PHOTOCOPY OF VERIFIED IDENTIFICATION******



BACKGROUND CHECK REQUEST ACKNOWLEDGEMENT FORM

➤ Criminal Offender Record Information (CORI)	➤ Sex Offender Registry Information (SORI)
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Jewish Family & Children's Service is registered under the provisions of M.G.L. c. 6, § 172 and M.G.L. c. 6, § 178B to receive CORI/SORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that CORI & SORI checks will be submitted for my personal information to the Department of Criminal Justice Information System (DCJIS) and the Sex Offender Registry Board (SORB). I hereby acknowledge and provide permission to Jewish Family & Children's Service to submit a CORI/SORI check for my information to these Agencies. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The Jewish Family & Children's Service may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Jewish Family & Children's Service must first provide me with written notice of this check.

The commonwealth's Executive Office of Health and Human Services (EOHHS) agencies have been authorized to perform CORI checks on applicants for employment. The Governor has extended this requirement to cover employees and volunteers that have contact with vulnerable populations. A computer check with the DCJIS is required for all candidates applying for positions. Conviction of a crime may not be an automatic bar to your employment or volunteer opportunity. All circumstances will be considered in making a decision on your application.

I understand that, in order to afford the highest level of service delivery, the Commonwealth seeks to determine that all employees and volunteers within EOHHS agencies, as well as those that are in contact with other vulnerable populations are of the highest integrity. As an applicant for employment/volunteer opportunity, I hereby acknowledge that, if I am selected for a position with Jewish Family & Children's Service, the agency will perform the background checks stated above in accordance with the policy and procedures set forth by Jewish Family & Children's Service.

By signing below, I provide my consent to a CORI/SORI background check and acknowledge that the information provided on this document is true and accurate.

Signature of Applicant

Date

Printed Name

This space is left blank intentionally to remind you to include a copy of your license or government-issued photo ID.

JF&CS Volunteer Expectations and Responsibilities Acknowledgement Form

By signing this form, I acknowledge I have received and reviewed the JF&CS volunteer expectations and responsibilities packet.

Print Name: _____

Signature: _____

Email: : _____

Date: _____



Volunteer Expectations and Responsibilities

Welcome!

Thank you for volunteering with Jewish Family & Children's Service (JF&CS), a leading provider of human services in Massachusetts. In order to ensure a successful volunteer experience, it is important that you understand what you should expect from JF&CS and your responsibilities as a volunteer at JF&CS.

Expectations:

JF&CS has the responsibility to ensure that you:

- Learn about the organization and its volunteer policies;
- Receive an orientation to the organization and training for your volunteer role;
- Understand the organization's policy or protocol for handling complaints or any issues of concern;
- Receive regular reviews or evaluations of your performance;
- Receive guidance and support in your volunteer role.

Responsibilities:

As a volunteer, you have the responsibility to:

- Be punctual for your volunteer duty or shift;
- Be reliable and responsible;
- Communicate any issues or concerns which are likely to affect your volunteer duties;
- Complete your duties as assigned and directed;
- Accept guidance from your supervisor;
- Be willing to learn and participate in orientation, training programs, and meetings;
- Understand the role of the paid staff, maintain a smooth working relationship with them and stay within the bounds of the volunteer role;
- Keep sensitive organizational information confidential;
- Comply with the policies and procedures of the organization.

JF&CS Policies and Procedures

Volunteers are expected to adhere to all agency policies while serving as a volunteer. Among the agency's policies and procedures, we call your attention to these described below. For further explanation of these policies please contact your program supervisor or the Manager of Volunteer Services.

Privacy & Confidentiality

As a volunteer at JF&CS, you may have access to personal or protected health information pertaining to the people we serve, our donors or employees. It is essential that volunteers observe, maintain and protect the privacy of those served by JF&CS. This information, described below, is protected by federal and state law. We ask that you strictly adhere to all agency procedures designed to protect the privacy and confidentiality of this information. Please note that any and all information shared with you by a person we serve (verbal or recorded in any form), may be discussed with your program supervisor; please share this information with your supervisor in a timely manner. Your supervisor may provide you with additional guidelines specific to your program or department.

Personal Information and Protected Health Information

Personal information and protected health information includes but is not limited to information, recorded or exchanged verbally that relates to:

1. An individual's health or health care history;
2. What is learned or observed about an individual receiving services;
3. The provisions of health care/human service to the individual;
4. Any identifying information about the individual collected in the course of and/or is incidental to services from JF&CS. This includes but is not limited to address, age, social security number, etc.

Consistent with federal and state law and JF&CS policy, all employees and volunteers are responsible for protecting the security of all personal and protected health information that is obtained, handled, learned, heard, or viewed in the course of their work or their association with JF&CS. This information shall be protected during its collection, use, and transport. Use or disclosure of personal and or protected health information is acceptable only in the execution of one's responsibilities or duties and based on the need to know. Discussion regarding this information should not take place in public areas or in the presence of persons not entitled to such information. Anyone who becomes aware of a possible breach of security of confidentiality of personal or protected health information is to contact their program supervisor or the Manager of Volunteer Services immediately.

Some volunteer roles require that the volunteer have access to one of the agency's electronic persons served management platforms. These volunteers will need to complete an online privacy training which covers all forms of individually identifiable health information prior to being provided access to any of these platforms. If you would like to learn more about the agency's privacy and confidentiality policies, you may request a copy of the JF&CS Reference Guide on Privacy & Confidentiality Policies from your program supervisor or the Manager of Volunteer Services.

Electronic Communication

JF&CS permits limited use of electronic communication (e-communication) such as emailing and texting. Please be aware that e-communication involves some privacy risk. Due to this risk, we advise caution in transmitting personal and or protected health information electronically. In general, text messaging is discouraged but JF&CS recognizes, however, that it may be necessary to communicate via text messages. Volunteers should limit these text message conversations to communication about basic logistics such as meeting time and place. When communicating electronically to a JF&CS employee about a person receiving services, you must de-identify the email by only using the persons initials. For example, if you were sending an email or text to your JF&CS employee contact about a person served named "Joe Smith", you would use the initials "J.S." to note the person being served. Personal and or protected health information may not be stored on personal computers, phones, or any other electronic devices. If an errant text message or email with personal or protected health information was sent, inform your program supervisor or the Manager of Volunteer Services immediately.

Incidents

An incident is any event which presents a danger, risk of danger or harm or results in harm to a person being served, employee, volunteer, third party or causes damage or loss to property, assets, or reputation. Examples of incidents include but are not limited to falls, safety concerns, motor vehicle accidents, injuries or medical emergencies. While ensuring the safety of involved persons and stabilizing the situation is the first priority, employee notification is of utmost importance. Volunteers involved in an incident are required to notify their program supervisor or the Manager of Volunteer Services within 24 hours of an incident.

Incidents Involving Known or Suspected Neglect or Abuse

JF&CS is committed to protecting our most vulnerable populations (children, older adults, and those with physical and mental disabilities) and follows all required state mandated reporting laws. Any suspicion, allegation or confirmation of neglect, self-neglect, physical, emotional, financial or sexual abuse of an individual must be reported immediately to your program supervisor or the Manager of Volunteer Services.

Complaints

A complaint is defined as an expression of dissatisfaction, made either verbally, electronically or in writing, about agency services, personnel or operations. Reports of dissatisfaction are a normal part of doing business and JF&CS encourages all those being served who are not completely satisfied with their services to raise this as an issue with their service provider. It is the policy of JF&CS that all complaints receive a prompt, fair, professional and respectful review and response. If you are in receipt of a complaint about JF&CS, please contact your program supervisor or the Manager of Volunteer Services.

Safety and Emergency Procedures

JF&CS is committed to the safety and well-being of its personnel in all work settings. In the event of an emergency, do not hesitate to call 911 immediately. Your program supervisor will ensure that you are familiar with any emergency procedures related to the particular program you will be volunteering in or the nature of the volunteer service you will be providing. For more information on the agency safety and emergency policies and procedures, you may request a copy of the JF&CS Safety and Emergency Response Manual from your program supervisor or the Manager of Volunteer Services.

Professional Conduct

All services at JF&CS are provided in a holistic manner building on the strengths of the people we serve and with their best interest in mind. It is the policy of JF&CS that all personnel, including volunteers, act in an ethical manner, consistent with the applicable codes of conduct and JF&CS personnel practices. Volunteers should not take unfair advantage of any volunteer/person served relationships or exploit those being served to further their personal, political or business interests.

Conflict of Interest

A conflict of interest is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. All agency personnel, including volunteers, are required to disclose any actual, perceived, or potential conflicts of interest. The agency does not threaten, discharge or discriminate against a volunteer for making an allegation of ethical misconduct. For a copy of JF&CS policies regarding ethical conduct, please contact the Manager of Volunteer Services.

Role Expectations

In order to ensure a successful volunteer experience, it is important that that each volunteer adhere to the role responsibilities/expectations as determined by their program supervisor. If at any time during your volunteer experience you are unclear about your role or a request is made by those you are serving to go beyond your role, contact your program supervisor or the Manager of Volunteer Services.

Gifts

As a volunteer, you may be in a position to give or receive gifts from those you are working with. A "gift" in this context means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged.

In general, it is the practice of JF&CS personnel not to give or accept gifts. Practices about giving and receiving gifts may vary among programs so please contact your program supervisor if this issue arises in your work.

Social Media

JF&CS encourages social networking for the purpose of sharing ideas and experiences, providing information about the latest modes of care, ways to identify resources, and policy updates in health and human services. Be aware that where your JF&CS affiliation is identified, known, or presumed based on the posting, such postings represent the agency. As a volunteer, you are encouraged to share your experiences; you may not, however, use or disclose any client identifiable information of any kind on any social networking site or media. Even if an individual is not identified by name, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute a violation of state and federal laws concerned with the protection and security of personal information.

In Closing

We are grateful and honored that you have chosen JF&CS and trust that your volunteer time at JF&CS will be a rewarding experience. Should you have any questions or encounter any difficulties we urge you to discuss them with your program supervisor. You may also contact the Manager of Volunteer Services at 781-693-5007.



Consent for the Use and Disclosure of Images, Voice, and/or Written Statements

By signing below, I am authorizing Jewish Family & Children's Service (JF&CS) to take and to use my photograph, video, sound recordings, or written statement of me and/or my name for video presentations, press releases, newspaper articles, brochures, newsletters, annual reports, audio-visual presentations, websites/social media and other educational, marketing, or promotional materials produced by JF&CS.

JF&CS is authorized to publish or use my photo, voice, and/or written statement without notifying or compensating me and without having me review the piece in advance of its publication or use.

This consent is voluntary and as such, I hereby agree to release JF&CS and its representatives, successors, and assigns from any and all causes of action and liability arising out of the interviewing, photographing, video, or audio recording, and/or any subsequent Marketing or other publication or broadcasting of the Materials.

Date _____

Name Printed _____

Signature _____
(parent or guardian if above named person is a minor)

Preferred Contact Information _____
(phone number or email address)

***JF&CS clients also have to complete the HIPAA authorization [below/on the other side]*