

ORDINE OSPEDALIERO | di  
SAN GIOVANNI DI DIO



INTERNATIONAL VOLUNTARY



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## **INTERNATIONAL VOLUNTARY SERVICE**

### **Introduction**

International Voluntary Service is designed to encourage cooperation on a voluntary basis with the health care and social welfare Centres of the Hospitaller Order of Saint John of God in Latin America, the Asia Pacific region and in Africa.

Volunteers cooperate in the mission of providing health care, social care, and education in the Order's Centres. They also contribute to sensitising the public to the issue of development by channelling the sense of solidarity generated by their work towards establishing more just and humanised structures and facilities.

We are convinced that in order to implement sound cooperation to bring about development based on solidarity, it is not sufficient to provide financial and economic resources alone, however important they certainly are. Contributing to the development of health care and social well-being and wellness in the poorest countries must also awaken attitudes of solidarity based on direct experience: the meeting between equal partners, dialogue and exchanging know-how, values and ways of life, and offering hands-on contract with real-life social, political and economic situations in the countries in which the Order is present where the volunteers provide their service, to the mutual benefit and enrichment of all.

Volunteers are women and men with appropriate personal and professional profiles that are consistent with the principles, ethos and needs of the Centres of the Order of St John of the God, who wish to freely devote their time and work in these centres. At all events, they will be free to decide whether or not to cooperate with the Order.

When they submit their request to work as international volunteers to the Order, they must agree to comply with the following criteria

### **General criteria for voluntary service**

- Priority will be given to professionals and voluntary workers from the Saint John of God's centres, final year students in the Order's nursing and physiotherapy schools, social workers, social educators and other Co-workers.
- A medical, nursing, social and psychological educational background and experience (although it is not an absolute condition).
- Minimum period of stay: 3 months.

- Languages: it is essential to be able to speak the language of the country in which the volunteer will work (Spanish, English, French, Portuguese).
- The return journey shall be paid by the volunteer or the sponsor.
- Though host centre will provide full accommodation, board and lodging.
- The sending centre or institution guarantees insurance coverage for the whole period during which the voluntary worker will stay at the host centre.

### **Procedure for the admission of voluntary workers**

- ❑ The candidate will be received and briefed on voluntary service in the Institution
- ❑ An interview with the voluntary service coordinator.
- ❑ Submission of the preregistration form and CV.
- ❑ The candidate will be assessed on the basis of the criteria laid down by the Institution.
- ❑ Application to be submitted by the volunteer to a centre matching the volunteer's profile (CV, length of day, approximate date of arrival, etc.).
- ❑ This centre will promptly notify the voluntary service coordinator of the decision taken to accept or reject the candidate's application.
- ❑ The candidate will be notified of the centre's decision. If the application is accepted, the relevant procedures will commence.
- ❑ The Order and the candidate will sign a mutual pledge accepting the conditions of voluntary service.
- ❑ The volunteer's date of arrival will be notified to the relevant centre.

### **Economic and financial conditions**

- ◆ By definition, voluntary service is provided without valuable consideration. Volunteers will therefore not receive any remuneration whatsoever for their work with the Centre.
- ◆ The volunteers must pay the travelling expenses for their return journey, and visa and any vaccination costs if required by the destination country.
- ◆ Though host centre will provide board and lodging.
- ◆ The volunteer's sending Institution or Centre guarantees to provide insurance coverage of all costs resulting from accidents in the course of travelling or staying at the destination Centre.

### **Other considerations**

- Volunteers wishing to leave by the end of the current year are required to submit their application to the Institution at least six months prior to the prospective date.
- Persons in possession of the required profile, complying with the admission procedures set out above, who are willing to provide the voluntary service requested of them by the institution in their country of origin, and are willing to attend targeted training courses, will be considered Volunteers of the Institution.

- In the event of failure to comply with the undertakings entered into, the officials of the Centre may terminate the voluntary service at their centre.
- The Institution will only send volunteers to the centres in Africa, the Asia-Pacific region and Latin America which have expressly asked to receive them.
- The Institution reserves the right to accept or to reject candidates based on availability at any given time, and on their characteristics or the profile required by the Saint John of God Centres in Africa, the Asia-Pacific region and Latin America.

Rome, 25 May 2015



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## INTERNATIONAL VOLUNTARY SERVICE

### PREREGISTRATION

#### PERSONAL PARTICULARS

<b>Given Name:</b>	<b>Surname:</b>
<b>Identity document:</b>	<b>Age:</b>
<b>Address:</b>	<b>Postcode</b>
<b>Town:</b>	<b>Telephone:</b>
<b>e-mail:</b>	
<b>Qualifications/professional status:</b>	
<b>Place of work/training/education:</b>	
<b>Work or voluntary service experience:</b>	

#### QUESTIONNAIRE

1. What tangible form does your commitment to improve your social environment take? Do you perform any social work outside your normal employment?

2. What voluntary service experience have you had? Have you worked as a volunteer? In what organisation or group? In what fields?

3. How did you first hear of the Institution? Why have you chosen to engage in international voluntary service?

4. Do you know how a 'Brothers of St John of God' Centre is run?

5. How can you contribute to solving the problems of the poorest countries?

6. Offer at least three reasons why you are offering to work as a volunteer in a poor country through our Institution. What do you expect to get out of this experience?

7. Volunteers contribute to helping develop the poor countries through their work: what are the requirements you consider useful for voluntary service in the global South?

8. Other considerations...

### **TRAVEL INFORMATION**

Preferred country:

Months available:

Languages spoken:

**Please submit to the completed form to:**

*Voluntary Service Department*

[XXXXXXXXXXXXXXXXXXXX@XXXX.XX](mailto:XXXXXXXXXXXXXXXXXXXX@XXXX.XX)

C/XXXXXXXXXXXXXXXX, X

XXXXXXXXXXXXXXXX



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**PLEDGE  
TO WORK AS AN INTERNATIONAL VOLUNTEER OF  
THE HOSPITALLER ORDER OF JOHN OF GOD**

**The undersigned,**

SURNAME AND NAME:	
PLACE AND DATE OF BIRTH:	ID DOCUMENT
ADDRESS:	
TOWN:	Province:
TEL.:	e-mail:

**Hereby declare**

**\* That I will work as a volunteer at:**

Centre:
Locality:
Country:

mindful of the fact that this is a Catholic denominational Centre, run by the Hospitaller Order of Saint John of God, during the following period:

From

Day:	Month:	Year:
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To

Day:	Month:	Year:
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**\* That any services I shall provide will be on a wholly voluntary basis and will not entitle me to any valuable consideration**

**\* That I shall be responsible to pay my travel expenses, there and back, and for all the administrative formalities (visas and vaccinations)**



**\* That I acknowledge that the Centre which will host me (the host centre) will provide board and lodging throughout the whole period in which I shall be working there**

**\* That I know that a policy has been taken out with the ..... insurance company covering the whole period of my voluntary service at the host centre, excluding any events that are unrelated to my duties**

**\* That I undertake to comply with and honour the following requirements of the host centre:**

1. All the local customs and traditions of the locality and the Centre.
2. All the internal regulations of the Centre, the duties assigned, procedures, working times, visits, etc.
3. The following requirements laid down by the Centre regarding absences and rest days:
  - Before travelling anywhere outside the town in which the Centre is located (on rest days, weekends and local holidays), I shall give prior notice to the official appointed by the Centre and, where necessary, the official will require me to sign a document attesting to my absence.
  - If the voluntary service at the host centre lasts for three months, I shall be entitled to 5 (five) consecutive days' leave, but only after completing at least six weeks' service at the Centre.
  - The leave period must be agreed in advance with the official appointed for the purpose by the host centre.
4. Compliance with the principles and the religious identity of the host Centre, on the understanding that in the event of non-compliance with these requirements the officials of the Centre may terminate my period of voluntary service and my stay in the Centre, and order me to return to my home country.

**\* According to the current regulations in force regarding voluntary service, I shall:**

1. Contact the voluntary service officer of the sending Institution or agency (in my country of origin) at least once every 15 days to report on progress with the service I shall provide

2. At the end of the period of service, submit a short report on my experience and submit it to the official for voluntary service at the Centre or the sending institution
3. After returning to my country of origin, attend a meeting with the voluntary service official at the headquarters of the sending Institution or Centre, to conduct a joint and individual evaluation of the experience
4. Agree to the consequences caused by failure to comply with these regulations.

Signed at..... on .....

Signature of the volunteer