

AS HOOLEKANDEEENUSED

VÄNDRA KODU



ORGANISATION DESCRIPTION

Vändra Kodu is a home for 50 adults with special needs of mental and physical disabilities. There are men and women aged 20-75. They live in five similar family-type houses and most of them have their own room. Some of them live in two-place rooms. Most of our clients have profound and multiple disabilities, but some of them need less support and are better able and more active in community. The clients are mostly friendly and positive. Some have different ways to communicate- our staff will help and guide volunteers in this. We provide day-and-night full support for our clients in all their daily activities. Many of the clients use medical supportive devices, such as wheelchairs etc.



The total number of Vändra Kodu's staff is 25. There are 21 activity coordinators, who are coordinating the everyday life for the adults with special needs. We all have received special training and are well experienced, many of us have worked with our



clients for more than 5 years. There are 2 cooking assistants also, who supervise cooking in Vändra Kodu. That involves supervising activity coordinators and also guiding adults with special needs in cooking. Vändra Kodu has also a teamwork manager and a client work manager who direct everyday life and service providing in Vändra Kodu.

Every day we work together for one goal- that people who live with us should have active and positive day no matter of their age, gender or disability. We are also very active in sports like walking, games, dancing, singing and activities like art and handicraft.

We are always standing for disabled people's rights to be involved in society and feel safe at home. We support every person to be as independent as they can. Vändra Kodu is open in both ways- we encourage our clients to be active member of local community and we welcome families, trainees and volunteers to our home. Important part of our everyday life is to find the work for our clients in local community. We support them to find work that they are able to do. We would like our clients to have possibilities to get in touch with the outside world and the local community.



Project context



Vändra Kodu is located in Vändra. You can find a mosaic of the landscape here, with dark green forests, alternates with fields, meadows and bog hills. Vändra itself is located in Northern Pärnu county and has a beautiful and peaceful little community. Here live approximately 2670 citizens. All services and institutions necessary for everyday

life are nearby- there are 3 food stores, quiet big library, cultural house, where will be carried out different events (cinema, theatre and local gatherings). You also may find a beautiful park in there- with many hiking trails. There are different funktions and festivals in Vändra, especially in summer time (performing our national celebrations in midsummer for example).

The first bigger City – Pärnu, is about 50 km. You can drive either by bus or car there. It has wonderful beach and aura - especially in summer time. In Pärnu you may find many spa's and pools as well with reasonable prices. The most known annual festival, which takes place in Pärnu, is Weekend. You can find more information about Vändra from website:

<http://www.vandravald.ee/>



Proposed Activities

The volunteer will have an opportunity to learn about the life- the joys and difficulties- of people with special needs and multiple disabilities. They will learn, if not experienced before, how to work and communicate with people with learning disabilities, people with special physical needs etc. If interested, they will learn about Estonian social welfare system. In case a volunteer intends to build a career in social services, this experience will be invaluable and unique for the future.



The working time will be around 32-38 hours per week. Volunteer will have 2 days off per week either during week or at the weekends, it is negotiable with the volunteer. Work will be done under supervision and with support of staff. Volunteers most important work will be helping staff in everyday activities and companying clients

in community events. The volunteer will have an opportunity to learn about the life of people with special needs and different disabilities. They will learn how to work and communicate with people with learning disabilities.

Either with group of clients or individually- the volunteer could organize educational and fun leisure time activities for and with the clients- sports, dance, music, games, handicrafts, hiking, taking walks, going to concerts and trips, cooking together etc. Just giving an extra attention and communication with clients is also very welcome.



Profile of Volunteer and Recruitment Process

We will welcome motivated, mature and committed volunteers understanding the nature of the Project and its particularities, including working with people with serious mental and physical disabilities. Some experience in working or relating to people with special needs would be an advantage. We would like the volunteer to be open-minded, positive and flexible, helpful and active. Taking an initiative from the volunteer's side is welcome, though of course the staff will provide always the needed support and advice. We would prefer volunteer being not under 18 years of age.

Support

When we arrange activities and involve volunteer, we provide the same conditions as we do for our employees (free transport when travelling with our clients, free food on workdays for example). We do not offer extra insurance, but we offer mentor, regular meetings with the volunteer to make sure things are going the planned way. Preparatory meetings with partners can be held if necessary for coping. Otherwise we support our volunteer closely ourselves in everyday life.

The host organization will appoint and train a tutor to supervise and support the volunteer throughout the project. senior instructor(s) and the head of home are also committed to the support. The tutor's responsibility is to plan activities together with the volunteer, to inform in work-related practicalities and rules, to introduce the working culture and ways, to help analysing own work. The teamwork or client work manager will discuss with the volunteer action plan, progress and any questions that might come up.

Coordinating organization will appoint a mentor for the volunteer who will support and instruct the volunteer in all aspects and matters related to getting started and living in community, applying for Estonian personal ID-card, local bank account, mobile phone account, internet connection etc. Introducing local possibilities for shopping, sports, making friends etc. The mentor will arrange the regular meetings and, if needed, trainings with the volunteer.

The volunteer will have an Estonian language course at the beginning of the service. It starts within the first month of the service. Receiving organisation in cooperation with coordinating organisation finds a proper teacher before the beginning of the service. Teacher is going to be someone, who is able and willing to teach foreigners. Before coming to the service, coordination organisation recommend the volunteers to start learning Basic Estonian by offering them different options for this:

<http://www.loecsen.com/travel/0-en-67-2-21-free-lessions-estonian.html>

<http://www.innove.ee/en/language-examination/keeleklikk>

<http://www.surfacelanguages.com/language/Estonian>

<http://www.livemocha.com/learn-estonian/aprender-estonio>

<http://www..digitaldialects.com/Estonian.htm>

http://mylanguages.org/learn_estonian.php

<http://en.eki.ee/index.php> - Eesti Keele Instituut web page where you can find Estonian Explanatory Dictionary, Estonian-English and Estonian-Russian dictionary and Estonian language rules.

Risk Prevention, protection and safety

- The volunteer's work is safe and has been assessed for risk by Hoolekandeteenused AS;
- Every effort is made that Project meets high health and safety standards;
- The volunteer is pretrained and familiar with the volunteering work and have access to adequate safety equipment;
- All staff in Vändra Home have been informed and guided about tasks of volunteer;

- The volunteer will have the supervisor who will guide him and with whom he works.

Mentor and tutor shall offer psychological support to the volunteer. The volunteer is also always welcome to turn to the tutor, mentor and sending organisation if necessary. Communication is the key to solve the problems that may occur. Volunteers are covered by CIGNA insurance plan, which covers possible medical expenses and help to solve health-related issues during their volunteering service.