

# Wohnheim St. Martin

## Part IV. Host Organisation

*This part has to be filled in only if the applicant requests to be accredited as Host Organisation. The points below are intended to serve as a guide for the description of activities foreseen by the Host Organisations.*

*If more space is needed, please extend boxes.*

### **Project environment:**

*Outline the project environment for the suggested voluntary Service, including the local community where the project will take place (e.g. geographical, social and economical environment). If the host placement is located in a live-in community, please include the rules and conditions that apply also for the volunteer.*

Klosterneuburg is a small town, bordering Vienna. Within 30 minutes, the city centre of Vienna is reachable by public transport. Klosterneuburg is an old town with an impressive monastery, beautifully located at the Danube river. It offers a nice community living to its clients and is surrounded by the Vienna Woods (Wienerwald), which offers great opportunities for hiking, walking and other outdoor activities. On the other hand, Vienna's city life is near as well, and offers a broad spectrum of cultural activities and a lively night life.

The volunteer would live at the project. This means that all meals are provided at the project, together with the clients and the staff. Special food arrangements (vegetarian, etc) are possible as well. Regarding the house rules, it is important to note, that special arrangements can be discussed on an individual basis. It is important to know however, that the rooms are non-smoking rooms (because of the fire alarm in our house) and that it is necessary that guests are registred with the project leader.

For a mentoring programm, Grenzenlos will be responsible. Grenzenlos will offer the volunteer the opportunity to meet other volunteers in Vienna and will also be offering an additional mentoring structure for the volunteer, where he or she can ask questions or complain if necessary. Grenzenlos will mediate if necessary.

### **Proposed activities for EVS volunteers:**

*Please explain:*

- *what you can offer to volunteers in terms of Service and learning opportunities,*
- *what will be the role of EVS volunteers in the Host Organisation,*
- *the activities in which the volunteers could be involved and the activities the volunteers could create in your organisation. Please give examples of typical activities/tasks for the volunteers.*

Our experiences with international volunteers in the past years have been good: it gives a interesting and valuable input to our work. International volunteers are especially valuable in our leisure time programm, which enables the clients to make more excursions, practise sports, more individual shopping or to do other things that normally would not be possible in this extend. The fact that an international volunteer speaks a different language, and comes from a different culture brings new live to our organisation.

A volunteer is able to give new inputs to our afternoon program, which is very welcome for our regular staff, who does not always have time and creativity. New ideas regarding activities are more then welcome. We wish that a volunteer develops an own project, according to his/her interest, for example a music project or an art project.

The volunteer will support the staff and the clients of our home with the daily program, but we wish also that a volunteer develops his/her own ideas regarding an extension of our leisure time and afternoon program. In the course of his/her voluntary service, this idea can be developed and realised. The volunteer will not be alone with a group of clients and will share responsibility with other staff members. If the volunteer wants to, he or she can go on an excursion with one or two clients.

The relation between daily activities and personal project will depend on the volunteer and on his/her project. However, about 50 % of the activities will be daily activites (also during the leisure time program, as we don't expect the volunteer to be working on his own project continuously), this means helping the clients cook, help them with eating or with cleaning the common room, help them dress, watching TV together. It is also possible that the volunteers is asked to sometimes help out with the personal care of the clients.

A regular day looks like this:

7-9 a.m. Helping clients to dress, to prepare breakfast and to accompany them to work, which is two streets away from the residential home.

9 a.m. –4 p.m. free time for the volunteer

4-7 p.m. leisure time activities: going for a walk, playing games, taking trips, doing some gardening, practicing sports, going shopping. During this time, the volunteer has 'free space' to develop and implement his/her own project.

7-9 p. helping to prepare dinner and evening toilette of the clients

The volunteer will participate in the regular team meetings as well. He or she works for about 30 hours per week and is entitled to two days of holiday of every month he or she is a volunteer. These holidays are arranged with the team, who will prepare the schedules for the regular team and the volunteers.

**Volunteer profiles and recruitment process:**

*Please describe the profiles of volunteers you would like to receive in your organisation. Include information on how you ensure an open and transparent recruitment process as well as the overall accessibility of EVS to all young people. Consider further information about the type of Sending Organisation you want to cooperate with. This information can help the match-making between volunteer candidates, Sending Organisations and your organisation.*

Since the project site is dealing with disabled people, the volunteer should be willing and like to work with them. Therefore, the volunteers are expected to be open minded with any situation s/he has.

The staff in St. Martin speak in various languages, but the working language in the project site is mostly in German and English. Before the EVS project starts no language skills are needed. Volunteers are invited to attend a German course during their project. Any other language skills are welcome.

**Number of volunteers hosted:**

*Please state the maximum number of volunteers your organisation is able to host at the same time (ensuring all quality, learning, and welfare standards of EVS for each volunteer):*

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**Risk prevention, protection and safety:**

*Please describe:*

- how you will guarantee a safe living and working environment for the EVS volunteers,
- how you will prevent risks and crises,
- how – in the case of EVS volunteers aged 16 or 17 – you ensure appropriate supervision, protection and safety.

Regular formal and non-formal meetings with the staff of Grenzenlos whos coordinates the melange programm and the project mentor are planned.

**Grenzenlos** staff will intervene and provide support and deal with crisis management with both the volunteer and host organisation and will in turn report, if necessary, will liaise with the volunteer's family.

**The volunteers will be provided a emergency phone throuhg which, in case of emergency, the Staff of Grenzenlos can be reached. Furthermore he/she will receive the contact of the mentor.** The St.Martin staff will of course instruct the volunteer on whom to contact of the staff in case of emergency, escape routes will be shown. One person of the staff is officially instructed in first aid care.

The mentor of St.Martin will be available for him or her whenever he /she will need help, so possible crises will be prevented.

The St.Martin does not host a volunteer aged under 18.