



MY House



# Volunteer Application

Located at 300 N Willow St.  
Wasilla, AK 99654  
(907)373-4357

Serving youth ages 14-24 who are couch surfing, unstably housed, living outside, staying in cars, in unsafe situations, and at risk of being trafficked.

Case management services include providing food, clothing, personal care items, showers, laundry services, school support, transitional housing, rental assistance and sober support. Case managers also coordinate a wide range of services through partnerships with organizations providing behavioral health, substance abuse treatment, and medical care.



Personal Experience & Skills	
Personal experience of relevance to MY House	
Special training, education, skills, and talents	

References (Minimum of 3)		
Name:	Gender:	Time known:
Phone:	Relationship:	
Name:	Gender:	Time known:
Phone:	Relationship:	
Name:	Gender:	Time known:
Phone:	Relationship:	

Background	
Have you ever been convicted of a felony?	Y/N
Are you a registered sex offender?	Y/N
Have you ever been convicted of domestic violence or assault in any degree?	Y/N
Have you ever been convicted of a DUI or reckless endangerment	Y/N
Have you ever been convicted of possession or drug paraphernalia?	Y/N
If you answered yes to any of the above questions, please explain (If you need more room, feel free to attach paper to the back of the application):	

MY House	
Why are you interested in volunteering at MY House?	
How did you hear about MY House?	



## Staff Confidentiality Agreement

BETWEEN: Matsu Youth Housing (MYHouse)

A non-profit organization serving the at risk and homeless youth population in the Matsu Valley.

AND: \_\_\_\_\_ (Full name)

An employee and/or volunteer of MYHouse.

### WHEREAS:

1. MYHouse possesses confidential information pertaining to clients served.
2. The employee and/or volunteer on occasion may be required to work in areas containing confidential information.
3. The employee and/or volunteer agrees not to deal with the confidential information other than in accordance with the terms of this agreement.

### THE PARTIES AGREE AS FOLLOWS:

Definition: for the purpose of this agreement, "confidential information" means all information, data, know-how or experience relating to the personal client files of MYHouse in all forms including documents, databases, records, drawings, oral disclosures.

### CONFIDENTIAL OBLIGATIONS:

1. The employee and/or volunteer agrees to not make any personal or outside MYHouse use whatsoever of the confidential information disclosed by and/or related to clients.
2. Not to reveal any of the confidential information to any person whatsoever except for those officers, employees and professional advisers of MYHouse who have a need to know the confidential information. This is inclusive of law enforcement in need of cooperation from MYHouse staff.
3. To keep all of the confidential information strictly secret and confidential.
4. To take such steps as are reasonable to preserve the confidentiality and secrecy of the confidential information.
5. Social media: This would include any communication or interactions on social media. Employee's and volunteers are not to disclose any information on social media sites.
6. Not to make copies or duplicates of the confidential information except to the extent that it is reasonably necessary to carry out the employer's and/or volunteer's duties.
7. Case management staff is required to be mandated reporters. Case management staff is required to complete a mandatory reporting training.
8. Upon termination of employment, the employee and/or volunteer will maintain confidentiality of the disclosures made while working as a MYHouse employee and/or volunteer.

The obligation to maintain confidentiality and not to use the confidential information shall remain in effect for an indefinite period. Alterations or variations of this agreement will not be valid.

As an employee and/or volunteer of Matsu Youth Housing, I acknowledge that I have been instructed regarding the confidentiality of client disclosures, activity and records and, except as required by law in the course of my duties, or where instructed in writing by my supervisor, I am aware that all client disclosures, records, and files are to be treated in strict confidence. I pledge that I will not disclose confidential information relating to MYHouse, its business or its clients during my employment or after termination thereof, whether such termination be voluntary or involuntary. I understand that any breach of confidentiality will be grounds for my immediate dismissal as a MYHouse employee.

EXECUTED AS AN AGREEMENT:

Signed by:

\_\_\_\_\_  
Employee/Volunteer Signature                      Date

\_\_\_\_\_  
Supervisor Signature                                      Date

**Permission**

By signing below, I give permission to the three references I have provided. I understand that copy of my background check needs to be filed at MY House before I can volunteer at the facility. I also affirm that I have answered all of the above questions truthfully. I understand that if any portion of this application is found to be intentionally false, I may be denied the right to volunteer for MY House.

\_\_\_\_\_  
Print

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date