

Holder of the document

SURNAME(S) *

Nová

FIRST NAME(S) *

Tereza

ADDRESS

Pod Kaštanem 19
127 00 Kladno
Czechia

DATE OF BIRTH

dd mm yyyy

NATIONALITY

Czech

Sending partner

NAME AND ADDRESS *

INEX – Sdružení dobrovolných aktivit, z.s.
Varšavská 30
120 00 Praha 2
Czechia

ELECTRONIC SIGNATURE

SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR

Jana Koňasová

TELEPHONE

+420222362713

TITLE/POSITION

Coordinator of voluntary projects INEX
SDA

E-MAIL

info@inexsda.cz

Host partner

NAME AND ADDRESS *

International Service for Voluntary Activities
Via Santa Maria 10
70022 Altamura
Italy

ELECTRONIC SIGNATURE

SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR

Chiara Bianco

TELEPHONE

+ 39 06 8421660

TITLE/POSITION

Coordinator of voluntary projects

E-MAIL

info@isva.it

Title of the voluntary activity:

Geriatric care,
Via Fiume 03, San Marino, Italy

AIM OF THE ACTIVITY

Supporting activities of a charitable centre for seniors and people with disabilities.

Gaining experience in nursing and social work. DURATION OF THE MOBILITY

FROM:

dd mm yyyy

TO:

dd mm yyyy

LENGTH OF THE MOBILITY

1 year

* Headings marked with an asterisk are mandatory.

Europass Mobility is a standard European document, which records details of the contents and the results - in terms of skills and competences or of academic achievements - of a period that a person of whatever age, educational level and occupational status has spent for learning purposes.

Skills acquired during the voluntary activity

ACTIVITIES/TASKS CARRIED OUT *

- Assisting the caregivers when, within the daily routine, looking after the clients of the centre, individual approach to 10 to 15 clients.
- Organizing cultural and handcraft activities for clients of the centre, spending their common leisure time.
- Administration and other related activities within the field of providing (nursing) care and social work.
- All tasks were carried out in Italian or English.

JOB-RELATED SKILLS

- Assistance when taking care of the clients of the centre within the daily routine.
- Assisting the specialists on physiotherapy and occupational therapy.
- Organizing leisure time activities for clients of the centre.
- Development of the specialized vocabulary in the field of caregiving and social work.

LANGUAGE SKILLS

- Development of communication skills in a foreign language, especially in English (C1 level) and Italian (B1 level), development of vocabulary and gaining fluency in communication in a foreign language. Development of specialized terminology.
- Communication with caregivers, specialists of the centre and volunteering coordinators, with the local community, with clients of the centre.

COMPUTER SKILLS

- Electronic mail, Skype, MS Office

ORGANISATIONAL / MANAGERIAL SKILLS

- Organizing one's own tasks, time management.
- Organizing leisure time and handcraft activities for clients of the centre – preparing the activities focus (what the clients will do – depending on their possibilities and interests), preparing the venue and materials, invitations, realizing the activities and supporting the clients in their active engagement.

COMMUNICATION SKILLS

- Development of social skills by regular contact with clients of the centre.
- Ability to work in a team, cooperating when carrying out a task, mediating a misunderstanding in the team.
- Intercultural communication and learning about the cultural habits (especially in the local community and within the activities of the centre).

OTHER SKILLS

- Flexibility – the ability to adjust the style of communication necessary in set situations.
- Resolving tasks independently and with responsibility; reliability.
- The ability to learn fast and adapt in the new environment, quick mastering of skills in all performed activities.

DATE *

dd mm yyyy

ELECTRONIC SIGNATURE OF THE
REFERENCE PERSON/MENTOR

* Headings marked with an asterisk are mandatory.