

PATHWAYS ABILITIES SOCIETY

POLICY: VOLUNTEERS AND PRACTICUM STUDENTS

Applies to: All Personnel, Volunteers and Practicum Students

PREAMBLE

Volunteer participation, both at an organizational and individual level, is an integral part of creating healthy inclusive communities. Pathways Abilities Society strives to recruit volunteers to extend the services offered, in more natural and less formal relationships.

POLICY

As outlined in the most recent collective agreement, the use of volunteers and practicum students will not result in Pathways Abilities Society staff layoffs. Pathways Abilities Society will adhere to all applicable articles.

All volunteers are required to possess the following:

- Satisfactory Criminal Record Search.
- Two satisfactory reference checks.
- If 19 years of age or younger, a parental consent form signed by a legal guardian(s).
- If transporting individuals, a valid BC class 5 driver's license and a satisfactory driver abstract.

Practicum students will be placed in service areas providing the following:

- The service area requested will provide the experience required.
- There is adequate staff supervision available.
- The time required to support the student does not compromise the services being provided.
- They have completed a Satisfactory Criminal Record Search.

Volunteers and practicum students are selected based on desired placement, education, training, experience, personal suitability, health, absence of volunteer-related criminal record, positive reference checks and other factors considered relevant by Pathways Abilities Society. At no time will Pathways Abilities Society discriminate against any candidate on the basis of age, sex, race, creed, color, national origin, marital or parental status, non-placement related disability or political belief.

Volunteers and practicum students are required to adhere to all relevant organizational policies and procedures.

Volunteers and practicum students receive confirmation of their assignment and are required to sign the applicable agency forms.

Volunteers and practicum students may be required to obtain additional certification or upgrading by mutual agreement. The agency may pay for any costs related to obtaining.

When Pathways assigns a volunteer to an activity where the volunteer is required to purchase admission, beverages or meals, Pathways will pay the expense at the event or will reimburse the expenses after the event.

Volunteers are required to submit receipts to the area supervisor in order for expenses to be reimbursed. If a volunteer is scheduling their own activity with an individual expenses will not be reimbursed.

Occasionally the Criminal Record Review Program requires a volunteer applicant to submit fingerprints through the RCMP. There is a fee attached to this process. Once the Criminal Record Review clears the applicant, Pathways reimburses the fingerprinting fees. The receipt must be submitted to the home share manager or his/her designate.

Volunteers and practicum students are orientated as outlined in the Pathways Abilities Society Orientation policy and procedures.

Practicum students are always supervised and supported by a Pathways Abilities Society employee.

Volunteers will complete a one month "check-in" and a three month review. A volunteer's performance will then be reviewed annually in March.

If deemed suitable and trustworthy and if trust is built between a person receiving service and a volunteer, the two may access the community without the supervision of Pathways Abilities Society staff. If the volunteer continues to volunteer under the auspice of Pathways Abilities Society, the volunteer must communicate outings to the area Supervisor. If the volunteer and person establish that Pathways Abilities Society's involvement is not required, the Activity Supervisor sends a letter discontinuing the formal volunteer position and Pathways Abilities Society's role. The person, their support network and the volunteer receives a copy of the letter.

When in the community without the supervision of staff, volunteers must remain in supervision of individuals at all times, unless privacy is required (i.e. washroom).

Volunteers will be made aware of the legal responsibility that comes with any volunteer position as outlined in the "Volunteers and the Law book".

Effective/Revision Date

Board Approval

Date Approved

May 31, 2004
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