

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: VOLUNTEERS AND PRACTICUM STUDENTS**

**Applies to:** All Personnel, Volunteers and Practicum Students

#### **Effective/Revision Date:**

May 31, 2004  
March 21, 2005  
May 6, 2008  
November 23, 2009  
January 25, 2010  
April 22, 2010  
December 9, 2010  
September 12, 2011  
December 21, 2012  
May 1, 2014  
September 14, 2015  
March 27, 2017  
October 18, 2019  
April 6, 2020

#### **Volunteer application process**

1. Persons interested in volunteering contact the home share manager. They review the request with the appropriate area supervisor to determine suitability.
2. If the application is for volunteering at BikeWays, see the section below “Applying to volunteer at BikeWays”.
3. The home share manager or designate either:
  - Meets with the volunteer candidate and provides them with a Volunteer Application Form and the information and requirements needed to become a volunteer
  - Emails or mails the person a Volunteer Application Form and the information and requirements needed to become a volunteer
  - Upon receiving the application, inputs the applicant’s information into the Agency Volunteers Applications list in ShareVision.
3. The home share manager or designate schedules an in-person interview with the volunteer candidate. The interview is used for screening and gathering information on where the volunteer candidate is best suited to volunteer. The volunteer candidate completes a Criminal Record Check with the home share manager or designate, and the home share manager physically verifies the applicant’s photo identification to ensure that it matches the information on the Criminal Record form.
5. The home share manager or designate contacts at least two references indicated on the candidate’s application form. If the references are positive and if the application is deemed appropriate, an orientation is scheduled when the applicant’s criminal record clearance letter is received. If the application is not accepted then the home share manager or designate notifies the applicant that their application was not accepted.

6. At the orientation the home share manager or designate gathers the volunteer's file requirements and inputs the information into the Agency Volunteers ShareVision list. They review the placement requirements with the executive director to ensure that all requirements are met prior to the volunteer placement commencing. The home share manager or designate notifies the supervisor of the area the person's start date.

7. When the home share manager or designate has gathered all the information required for the volunteer's file and inputted the information into ShareVision, they give the file to the executive director.

8. After one month of volunteering, the home share manager completes a Volunteer Check-In form with the volunteer.

9. After three months of volunteering, the home share manager completes a "Volunteer Review" and then annually thereafter in the month of March.

### **Applying to volunteer at BikeWays**

1. BikeWays applicants complete the BikeWays Volunteer Questionnaire. The completed questionnaire is reviewed by the Employment Manager.

2. If the Employment Manager determines:

- The volunteer is not a suitable candidate, they advise the Home Share Manager or designate and the applicant is made aware that their application has not been approved.

- The volunteer may have the skills and experience required, the Employment Manager arranges a time for the applicant to go to BikeWays and work with Social Ventures staff and/or an experienced BikeWays volunteer.

- The volunteer is not a suitable candidate after working, they advise the Home Share Manager or designate and the applicant is made aware that their application has not been approved.

- The applicant has the skills and experience required, they notify the home share manager or designate and they proceed according to the section "Volunteer application process" above.

### **Volunteers and individuals Pathways Abilities Society supports (see information below for at a residence)**

1. Volunteers that passed the above Pathways Abilities Society screening procedure are introduced to the individual they have been matched with or placed in a group setting where a connection may happen.

2. The volunteer goes out with the individual they have been matched with in a group. The activities reflect a mutual interest between the person receiving service and the volunteer. During these activities Pathways Abilities Society staff are present, but gradually "step back" allowing time for a relationship to develop.

3. The volunteer continues going with the group for an appropriate period of time when both a physical safety and a perceived safety is identified and a trust is built. The person receiving service and the volunteer participate in activities outside of Pathways Abilities Society.

4. If the volunteer and person establish that Pathways Abilities Society involvement is not required, the home share manager 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.

### **Volunteering at a Residence**

If a volunteer match is found between a member of the community and a resident of the home, the following process is in place in order to ensure comfort and safety levels are in place for both the volunteer and the home members.

1. After a new volunteer has successfully passed the Pathways Abilities Society screening procedure, the home share manager will arrange with the staff at the home a time to get together with the resident. The initial visit may entail one of the following:

- Having dinner or lunch at the house. This is a safe and comfortable environment for the person. Staff is notified ahead of time so that preparations can be made.
- Going out for a coffee, dinner or community activities with the staff and possibly other home members. This is a good "getting to know you" time. Activities that should be avoided are movies or anything that does not encourage interaction.

2. Step one happens at least twice, (or more as required) with the second time being specifically out in the community and supervised by staff. During these visits, staff steps back, allowing as much interaction as possible between the volunteer and the person.

3. Initially the supervisor will attempt to set up regular times for the volunteer and resident to meet. However as friendships develop visits may be initiated by the volunteer or the resident.

4. The home share manager keeps in contact with volunteer, resident and staff for both support and updates.

5. If the volunteer and person establish that Pathways Abilities Society's involvement is not required, the home share manager 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.

### **Practicum Students**

1. Learning institutes interested in placing a student contact the home share manager. The home share manager or designate:

- Reviews the request for placement with the appropriate area supervisor to determine suitability.
- Arranges a meeting with the practicum supervisor and the practicum student. They review the purpose and the guidelines of the practicum placement.
- Receives the placement requirements and maintains the student's file.

2. The area supervisor:

- Completes an orientation with the practicum student and arranges a schedule of work.
- Informs Pathways Abilities Society support staff who will be working with the practicum student of the schedule and expectations.

3. After the completion of the practicum the home share manager and area supervisor gather input from support staff and prepare the performance evaluation. They arrange for a meeting with the practicum supervisor to review.
4. The home share manager files the evaluation documents in the person's file and gives the file to the executive director.
5. The executive director maintains the person's file for a 5 year period.