

PATHWAYS ABILITIES SOCIETY

PROCEDURE: VOLUNTEERS AND PRACTICUM STUDENTS

Applies to: All Personnel, Volunteers and Practicum Students

Effective/Revision Date:

Original Date: May 31, 2004

Effective Date: July 10, 2023

Replaces Procedure Dated: September 12, 2022

Volunteer application process

1. Persons interested in volunteering contact the employment manager. They review the request with the appropriate area supervisor to determine suitability.

2. The employment 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 or the link to complete <https://forms.office.com/r/APT373n3cT> the application online and the information and requirements needed to become a volunteer.
- Upon receiving the application, inputs the applicant's information into the Agency Volunteer Applications list in ShareVision.
- If applying for BikeWays, arranges a time for the applicant to go to BikeWays and work with Social Ventures staff and/or an experienced BikeWays volunteer.

3. The employment manager or designate:

Schedules an in-person or Zoom interview with the volunteer candidate. The interview is used for screening and gathering information on where the volunteer candidate is best suited to volunteer.

- Has the volunteer complete a Criminal Record Check and the employment manager physically verifies the applicant's photo identification to ensure that it matches the information on the Criminal Record form.
- Contacts at least two references indicated on the candidate's application form. If the references are positive and if the application is deemed appropriate, schedule the volunteer to come in for a shadow shift.
- If the shadow shift is successful, schedules orientations when the applicant's criminal record clearance letter is received.
- If the application is not accepted notifies the applicant that their application was not accepted.

4. At the orientation the employment manager or designate:

- Gathers the volunteer's file requirements and inputs the information into the Agency Volunteers ShareVision list.
- Review the placement requirements with the executive director to ensure that all requirements are met prior to the volunteer placement commencing.
- Notifies the supervisor of the area the person's start date.

- When they have gathered all the information required for the volunteer's file and inputted the information into ShareVision. They keep the volunteer file.

5. After one month of volunteering, the employment manager completes a "Volunteer Check-In" form with the volunteer.

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

Requesting Specific Volunteers

1. Complete the "Volunteers Needed For" ShareVision list.

2. Notify the employment manager or designate that a request has been submitted.

3. The employment manager or designate either:

- Reviews current volunteers or volunteer applicants or advertizes for the specific volunteers.

- Processes the request and notifies the person submitting.

Volunteers and individuals Pathways Abilities Society supports (see information below for at a home)

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 employment 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 Home or with a Person Living in Home Share

If a volunteer match is found between a member of the community and a home member or a person living in home share, 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 employment manager will arrange with the staff at the home or the home share contractor a time to get together with the home member. The initial visit may entail one of the following:

- Having dinner or lunch at the person's home. This is a safe and comfortable environment for the person. Staff or contractors are notified ahead of time so that preparations can be made.
 - Going out for a coffee, dinner or community activities with the staff or the contractor 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. 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 the person to meet. However as friendships develop visits may be initiated by the volunteer or the person.
 4. The employment manager keeps in contact with volunteer, home member or person receiving home share services and staff for both support and updates.
 5. If the volunteer and person establish that Pathways Abilities Society's involvement is not required, the employment 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 People and Culture Manager or designate. They:
 - 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.
 - Completes the 'Practicum Student' interview with the appropriate supervisor
 - Receives the placement requirements and maintains the student's file.
 - Obtains a Volunteer/Practicum orientation package and completes with the student.
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 People and Culture 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 People and Culture 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.