



## Complementary Therapy Volunteer Position Description

**Purpose:** To provide complementary therapy services to individuals living with progressive life-threatening illness.

### Necessary Skills and Attitudes:

- Current registration in good standing from the regulating body or association applicable to the type of therapy being provided (if/where applicable)
- Minimum of six months of practice in the therapy being provided
  - Current therapies include: Reiki (Minimum of Level Two required) and Massage.
- Training in or experience with palliative care would be an asset
- Understanding of and commitment to team work
- Acceptance of supervision and direction
- Independence, self-reliance, reliability and honesty
- Empathy, confidentiality and the ability to suspend judgment
- Commitment to a holistic approach in addressing issues related to life-threatening illness
- Ability to remain calm in an emergency
- Respect for all aspects of diversity

### Responsibilities:

- To uphold the client's right to dignity and self-determination
- To adhere to Hospice Orillia's policies and procedures
- To advise Hospice Orillia staff and the client in a timely manner if unable to fulfill duties
- To complete all required screening and training necessary for this position
- To maintain a clear vision of the volunteer role with clients
- To provide adequate notice of changes in volunteer availability and status
- To comply with Personal Health Information Protection Act (PHIPA) and maintain confidentiality of sensitive information shared throughout client match
- To provide session notes detailing treatment to Community Social Worker (who will keep confidentially, acting as the HIC)

### Duties Include:

- Advising the Community Social Worker of your visiting schedule prior to visiting the client
- Providing the treatment for the agreed-upon amount of time
- Checking in after each visit (via email or telephone) with the Community Social Worker to provide a brief summary of the visit and report any changes in the client's condition
- Attending educational events of interest
- Acting as an ambassador for Hospice Orillia



Hospice Orillia is a program of the North Simcoe Muskoka Hospice Palliative Care Network  
169 Front Street South, Orillia, ON L3V 4S8 | Reg Charity # 135837748RR0001  
Bus: 705-325-0505 Fax: 705-325-7328 [www.hospiceorillia.ca](http://www.hospiceorillia.ca)

Created June 2018. Most recent revision August 2022

- Submitting monthly volunteer hours by the 3<sup>rd</sup> of each month via online submission form <https://hospiceorillia.ca/volunteer-hours-monthly-report-form/>
- **Additional duties as a result of COVID-19:**
  - Utilize appropriate personal protective equipment (PPE) for in person visits as directed by Hospice Orillia in accordance with government rules/regulations

#### **Limitations:**

- Volunteers may not administer medication to hospice clients
- Volunteers may not perform medical procedures such as inserting or maintaining catheters, administer a substance by inhalation (including oxygen)
- Volunteers may not diagnose or speculate about the nature of any mental health or medical conditions that the client may be experiencing
- Compromise their own safety as part of their duties (i.e. performing tasks beyond their own physical capability)
- Accept personal gifts
- Witness any legal documents

#### **Key Relationships:**

- Volunteer Coordinator, Community Social Worker
- Community Social Worker
- Program Assistant

#### **Supports for Success:**

- Hospice Palliative Care Training Program
  - Hospice Palliative Care Ontario Online Training
  - Hospice Orillia In-Person Training
- HR Downloads training modules (online)
- Ongoing educational and professional development opportunities
- Community workshops
- Individual supervision, if needed/applicable

#### **Time Commitment:**

- 1-2 Hours per week
- A minimum of a one-year commitment to Hospice Orillia

#### **Screening Requirements**

- Police Vulnerable Sector Check
- Two completed reference checks



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I acknowledge that I have received, read and understand the position description for this role.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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