



The Footprints Project Volunteer Position Description

Purpose: To support individuals living with progressive life-threatening illness by assisting them in the creation of meaningful legacy activities.

Necessary Skills and Attitudes:

- Excellent listening, interpersonal and communication skills
- 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
- Interest in listening to other people while they share their stories
- Interest in writing and storytelling considered an asset
- Interest in crafts such as scrapbooking considered an asset

Responsibilities:

- To uphold the client's right to dignity and self-determination, and where appropriate, to provide client-directed advocacy
- 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

Duties Include:

- Attending volunteer educational events of interest
- Acting as an ambassador for Hospice Orillia
- Submitting monthly volunteer hours by the 3rd of each month via online submission form <https://hospiceorillia.ca/volunteer-hours-monthly-report-form/>
- Participating in legacy projects with the client, such as:
 - Creation of cards, letters, and scrapbooks (2-4 sessions)
 - Conducting in-depth life interviews with the client, recorded by an audio recorder (1-4 sessions)
 - Transferring audio interviews into a narrative document





- Participating in the editing of the narrative document with the client (1-2 sessions)
- Checking in after each visit (via email or telephone) with the Community Social Worker to debrief
- **Additional duties as a result of COVID-19:**
 - Pivoting to virtual services as needed – dependant on government regulations (ex. Phone calls or video conferencing platforms)
 - 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 engage in counselling support when meeting with the clients
- 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)
- 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 (HPCO) 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:

- 1-4 Hours per week
- A minimum of a one-year commitment to Hospice Orillia





Hospice Orillia
My home. My hospice.

Screening Requirements

- Police Vulnerable Sector Check
- Two completed reference checks

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

Volunteer Signature: _____ Date: _____



NSMHPCN
North Simcoe Muskoka Hospice Palliative Care Network

Hospice Orillia is a program of the North Simcoe Muskoka Hospice Palliative Care Network
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