

Section II

Part 2

When You Join the CLS as a Volunteer or Practicum Student

Volunteer/ Practicum Student Responsibilities:

If you are a volunteer or practicum student with the CLS, in order to ensure the health and safety of the individuals we support, your own health and safety and that of CLS team members, you are asked to abide by the following terms and conditions of placement with the CLS.

- You will be provided with an orientation and training by the Coordinator, as per section II, part 1, of the Employee Handbook. During your orientation your Coordinator will review your duties and responsibilities at the work location, including the terms and conditions outlined here. As well, your Coordinator will review safety procedures and risk factors specific to the location where you will be working.
- You must complete a Criminal Record Check prior to placement.
- You are not to work unsupervised; you may not administer medications, give personal care or drive individuals around in the community unless approval is given by the Regional Coordinator.
- You shall not disclose any information about the CLS or the individuals supported to a third party. All information, whether written or verbal, obtained during your time with the CLS must be held strictly confidential.
- Your Coordinator will provide verbal and/or written feedback on your performance on an ongoing basis and at the completion of your volunteer or practicum placement.

You must sign the CLS Volunteer/ Student Agreement. The CLS withholds the right to terminate this agreement at anytime. If your Coordinator determines that you are not suitable for a work location, the Coordinator will discuss the situation with Employee Services and

then communicate to you that the placement has ended. If necessary, Employee Services will follow up with the College Supervisor regarding the practicum placement.

Coordinator's Responsibilities:

If you are a Coordinator with a volunteer or practicum student, your responsibilities are to:

- Provide orientation, training and supervision to the volunteer or student as per section II, part 1 of the Employee Handbook. During the orientation you will review the duties and responsibilities at the work location, including the terms and conditions outlined here. As well, you will review safety procedures and risk factors specific to the location.
- Ensure that the volunteer/student completes a Criminal Record Check prior to placement. If the volunteer/student is under the age of 18, you will sign a waiver of responsibility for them.
- Ensure that the volunteer/student does not work unsupervised, does not administer medications, give personal care or drive individuals around in the community unless written approval is given by the Director.
- Ensure that the volunteer/student understands the confidentiality policy contained within the CLS Volunteer/Student Agreement.
- Provide verbal and/or written feedback on the volunteer/student's performance on an ongoing basis and at the completion of the volunteer or practicum placement.