



Job Coach Policy

INCLUSION AND EXPECTATIONS

We welcome individuals of all abilities to contribute to our mission of supporting the animals at HSSW. All volunteers, regardless of their capacity, are expected to perform their assigned tasks safely, efficiently, and independently. Volunteer Services can arrange reasonable adjustments and accommodations to assist volunteers in serving independently. However, the volunteer program's mission is to benefit the animals in our care; therefore, we cannot create projects or provide therapeutic experiences solely for the benefit of volunteers or organizations.

COMMITMENT REQUIREMENTS

Volunteers must commit to six months of weekly service at our shelter or biweekly service at Retail. We do not accommodate community-based assessments. Volunteers who cannot work independently or require supervision to maintain task focus and professional behavior must provide a coach or caregiver who can supervise the volunteer and ensure adherence to the terms of the volunteer agreement and code of conduct.

VOLUNTEERS WITH LEGAL GUARDIANS

Any volunteer over the age of eighteen who has a legal guardian, or is otherwise unable to enter into a contract, must be supervised by a coach. An evaluation will be conducted after five shifts to determine if continued supervision is necessary.

Volunteers with legal guardians must have their guardian read and sign a release of liability on their behalf. The guardian must also attend or view a volunteer orientation or evaluation to ensure they understand safety protocols and workplace risks that may be present at the shelter or ReTails.

JOB COACH RESPONSIBILITIES

- Job Coaches can be professional Job Coaches, paraeducators, or trusted family members capable of providing the necessary support.
- Job Coaches must ensure that the volunteers they supervise adhere to all HSSW policies and procedures.
- Volunteers who require a Job Coach may serve only with a Job Coach who has completed necessary HSSW training and onboarding.
- Volunteers must provide their own Job Coaches.
- Job Coaches must be registered HSSW volunteers in good standing and stay updated on all new policies, training, and procedures.
- Substitute coaches are not permitted unless they are an active HSSW volunteer.
- Job Coaches who fail to appropriately supervise their clients may be dismissed from the volunteer program at any time.
- The volunteer/Job Coach pair must be able to perform all necessary tasks for their assignment and follow all safety protocols.

VOLUNTEER CODE OF CONDUCT

All volunteers and Job Coaches must comply with expectations outlined in the Volunteer Handbook and agreement. Regardless of arrangements made outside of HSSW, Job Coaches serve at their own risk and are responsible for the costs of any injuries incurred while serving at HSSW.