



## **Volunteer Position Description: Vision Mate**

### **Objective:**

Provide community-based support; one-on-one assistance and companionship for a person who is blind or partially sighted.

### **Position Task:** One-on-One Partner

### **Supervisor:** Program Coordinator, Volunteer Engagement

### **Responsibilities & Tasks:**

- Regularly visit a client in his/her home or other suitable environment at a mutually convenient time.
- Under 18 volunteers will be required to either meet as a pair with a client or meet in an open environment in a staffed location (eg: assisted living facility).
- Activities are determined by client need and mutually agreed upon on.
- Approved activities are: reading, organizing, walking, assisting with errands or outings, and friendly visiting.
- All outings are on foot, by public transportation or taxi (driving below).
- Notify the client in advance if you will miss a visit; notify your supervisor if you will miss more than two in a row.
- When a client needs more support, service, counselling or information then you are able to give, refer them to staff.

#### **Driving**

- Driving a client is not a requirement of this role, doing so will be at the discretion of the volunteer and only after the three month probation period.
- If a volunteer chooses to drive their client, CNIB cannot reimburse gas, mileage, insurance or any other fees or costs that may be associated with driving.
- CNIB clients will not be asked to provide any kind of compensation – financial or otherwise – for drives received.

### **Boundaries:**

- Do not cook, clean, provide personal care (hygiene), do home repairs, give advice (largely medical or financial), provide counselling, or do heavy lifting.
- Do not offer advice or recommendations on treatment, health care professionals, or any medical information.

### **Qualities, Skills and Training:**

- Trustworthy, patient, empathetic, and friendly.
- Reliable, organized, and able to work with minimal supervision.
- Excellent communication skills.
- Very strong English skills or willingness to be matched with a client who speaks your native language.
- Attend CNIB Volunteer Orientation and any additional Vision Mate training.
- Minimum 14 years old.

**Commitment:**

- Minimum six months.
- Usually two hours per week on days and times that are convenient for the client and the volunteer.
- Agree to abide by CNIB’s Volunteer Code of Conduct, including policies and procedures concerning confidentiality, conflict of interest, and the prevention of workplace harassment and violence.

**Benefits:**

- Making a difference as a part of a dedicated and passionate staff/volunteer team working to further CNIB’s mission.
- Developing and using skills and experience in client service.
- Confirmation of hours upon request, reference after 3 months’ successful participation as a volunteer

**Preliminary Screening:**

Level 3: long application form and interview, orientation, two character-references, police record check with vulnerable sector check, and Code of Conduct.

Level 4: (Driving) The above along with copy of driver's license, driver's abstract, and proof of \$1 million liability insurance on personal vehicle.

**Supervision and Ongoing Screening:**

Three-month probation period. Supervisor is available for ongoing training and support.

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| Volunteer Name Printed:                   |  |
| Volunteer Signature:                      |  |
| Parent/Guardian Signature:<br>If under 18 |  |
| Date:                                     |  |
| Supervisor Signature:                     |  |