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## Volunteer Training Application Information

Thank you for considering volunteering with Cowichan Hospice! We appreciate your interest in serving bereaved and palliative members of the Cowichan Valley community.

If you wish to apply to volunteer with Cowichan Hospice, please consider the following information:

- For those volunteer trainees who wish to volunteer in direct service to our bereaved and palliative clients, there is a 40-hour training with a focus on *Deep Listening and Hospice Client Companionship*. Training is one day a week for several weeks, with final dates in the fall of 2021 to be confirmed.
- The cost for this training is \$250 for tuition, course and materials. *It is important to us that these fees not pose an impediment to you becoming a volunteer, so if this fee creates any financial difficulty, please speak to our Volunteer Program Coordinator to explore alternative options.*
- For those people who wish to volunteer in a capacity that does not involve direct client support (i.e. fundraising projects, gardening, etc...) an orientation to Cowichan Hospice will be provided.
- All volunteers are required to join the Cowichan Valley Hospice Society as a member in good standing (in order to be covered under our non-profit liability insurance coverage). Annual membership must be paid and up to date for as long as you are a Cowichan Hospice Volunteer. Currently, basic membership fees are \$10 annually.
- All vehicles used by volunteers for Cowichan Hospice matters require liability insurance coverage of \$2,000,000. A copy of your car insurance is required for inclusion in your volunteer file.
- Your application process must be completed (including the application completion, two signed character reference letters and an interview with our Volunteer Program Coordinator) prior to the commencement of training. If approved to enter the Volunteer Training program, you will be

asked to release to Cowichan Hospice a criminal record check from the Ministry of Justice.

- In order to engage in one-to-one support sessions in person with a client, it is a requirement that you be fully vaccinated against COVID-19. If you are not fully vaccinated, then your client support meetings can be conducted by phone or video conference only. New volunteers are required to provide their client support on site at the Cowichan Hospice Community Services Centre for the first three months of their volunteerism. As such, new volunteers must be fully vaccinated prior to providing in-person support.
- Training modules should not be missed. If you are accepted into the training, we ask you for a commitment to full attendance (unless you are ill or urgent family matters require your assistance). Any missed modules will need to be made up in full prior to the commencement of volunteering. However, in certain situations where you are able to give us advance notice of a missed module at the time of your application, we may make alternate arrangements.
- Cowichan Hospice is committed to excellence in service delivery for our clients and therefore all volunteers are evaluated to ensure they are committed and competent to commence work with our clients. To this end, final evaluations after completion of Volunteer Training will be completed by the Training Facilitator(s) in collaboration with your own self-evaluation. At that time, we can discuss next steps, client work or whether another type of valued volunteer activity might be a better fit for you.
- Volunteers give a lot – both emotionally and physically. We look for volunteers who are able to:
  - Maintain strict confidentiality
  - Listen with sensitivity and compassion
  - Respect differing lifestyles and personal, cultural and religious beliefs
  - Uphold appropriate relationship boundaries, even under challenging circumstances
  - Have an understanding of one's own relationship with life and death
  - Participate as a team member while under the direction of Cowichan Hospice coordinators
  - Balance care of others with care of self
  - Be reliable and committed to client and/or other Cowichan Hospice assignments

- Upon successful completion of the Deep Listening Volunteer Training, all Cowichan Hospice volunteers are expected to attend volunteer meetings and ongoing Advanced Training workshops provided by Cowichan Hospice in order to maintain their volunteer status and to update their skills and knowledge. Practice reflection time/volunteer support sessions are **a mandatory part** of best practices in our work with community members. Cowichan Hospice offers two group sessions a month as well as staff being available for ongoing debriefing.
- We recognize that it is impossible to predict every life eventuality. However, if you plan to become a Cowichan Hospice volunteer, we ask that you commit an average of two hours a week over a one-year period. We acknowledge that some forms of volunteer activity are more regularized and others are sporadic, so this time commitment can be spread differently from one volunteering choice to another.

**WE LOOK FORWARD TO MEETING YOU IN PERSON!**

Thanks so much again for your interest in volunteering with  
Cowichan Hospice.

**Cowichan Hospice**  
Caring for families through advancing illness  
and grief since 1981