



**Cancer Assistance Program (CAP)
Volunteer Position Description**

Position	Equipment Services Assistant
Role	To sanitize and/or repair home health equipment prior to client use. As required, support Client Services Assistants in locating the requested equipment and educating the user or support person in proper usage. May assist in maintenance or development of equipment services work space and other areas of the CAP facility (e.g., installing shelving, minor repairs, etc.).
Tasks	<ul style="list-style-type: none"> • Receive all donated and returned equipment, carrying the same to the equipment storage and cleaning facility, down one flight of stairs into the CAP basement. (NOTE: if unable to carry equipment, the volunteer will be partnered with a second person that is able to carry equipment) • Sanitize all donated and returned home health equipment items.* • Assess for safety and repair home health equipment items, as required.* • Locate equipment items upon request of Client Services Assistants, clients or support persons, as required, and carry to the main floor of the CAP house (NOTE: if unable to carry equipment, the volunteer will be partnered with a second person that is able to carry equipment) • Assist clients with the selection of equipment to effectively meet specific needs, as required • Communicate supplies inventory needs to the Equipment Technician & General Maintenance Person. • Communicate noted trends pertaining to equipment usage, to the Equipment Technician & General Maintenance Person so that, where possible, service can be adapted to meet current need. • Communicate any program concerns or opportunities for program improvement to the Equipment Technician & General Maintenance Person. <p>*volunteers can choose to focus on either equipment sanitization or equipment repair or they may choose to participate in both tasks.</p>
Time Commitment	<p>Equipment Services Assistants are asked to commit:</p> <ul style="list-style-type: none"> • at least one half-day per week and • up to one year* <p>Typical morning hours: 9:00am – 12:00pm Typical afternoon hours: 1:00pm – 4:30pm</p> <p>Volunteers may also self-select a period of time between the hours of 9:00am and 4:30pm, according to availability of time slots.</p> <p>*Seasonal volunteers are also welcome – CAP has volunteers that are only available six months/year. These seasonal volunteers off-set one another thus ensuring CAP has year round coverage.</p>

Requirements	<ul style="list-style-type: none"> • compassionate and empathetic • excellent customer service skills • attention to detail and able to work with his/her hands • if repairing equipment, basic technical skills and knowledge • ability to work both independently and in collaboration with a small team • ability to walk a flight of stairs, at times frequently • ability to lift up to 25 pounds if working independently (if unable to lift up to 25 pounds, volunteer will be placed with a second person that can lift this weight)
Initial Screening	<ul style="list-style-type: none"> • participation in a position-specific interview with the Coordinator of Volunteers and Executive Director • provision of two (2) character references • completion of a Vulnerable Sector Police Clearance
Training and Skill Development	<p>Mandatory orientation and training:</p> <ul style="list-style-type: none"> • agency orientation • position-specific training <p>Optional training opportunities are available throughout the year (3-4/year). Workshops may address such things as:</p> <ul style="list-style-type: none"> • cancer-related topics • communication and listening skills • grief and bereavement • self-care for volunteers • topics as requested by volunteers
Supervision	<p>Equipment Services Assistants report directly to the Equipment Technician & General Maintenance Person on a day-to-day basis and for issues related to their role.</p> <p>The Coordinator of Volunteers provides overall support and guidance to the volunteer program and takes the lead in addressing agency/policy related issues.</p> <p>If concerns exist with the Equipment Loan program or the Equipment Service Technician & General Maintenance Person, the volunteer is encouraged to address his/her concerns directly with the Equipment Services Technician & General Maintenance Person. If the volunteer's concerns are not resolved by speaking with the Equipment Services Technician & General Maintenance Person, the volunteer should address his/her concerns with the Coordinator of Volunteers. If the volunteer's concerns are still not resolved, the volunteer should address his/her concerns with the Executive Director.</p>

<p>Working Conditions</p>	<p>Equipment Services Assistants volunteer their time in the CAP house at 569 Concession Street. Temperatures are managed as per mandated standards and in keeping with volunteer and staff feedback around comfort. The equipment cleaning and storage facility is located in a basement which has a ceiling height ranging from five feet to slightly above six feet in height.</p> <p>A single flight of stairs exists, separating the main floor from the equipment cleaning and storage area in the basement. A second flight of stairs exists, separating the main floor from the house's second level, which serves as storage for small equipment items and other personal care products.</p> <p>Equipment Services Assistants may have to carry equipment items, weighing up to 25 pounds.</p> <p>Equipment-generated noise levels may be escalated for periods of time. Equipment includes, but is not necessarily limited to, a steamer, air compressor, drill press and grinder.</p> <p>Beverages and snacks are available, free of charge in the CAP office, for volunteers coming and going throughout the day.</p> <p style="text-align: center;">***CAP is a scent-free environment***</p>
<p>Benefits</p>	<p>Rewards</p> <ul style="list-style-type: none"> • knowing that you are breaking down barriers and facilitating access to much needed supports for individuals impacted by cancer • meeting and volunteering alongside an incredible group of compassionate men and women <p>Compensation</p> <ul style="list-style-type: none"> • Reimbursement for Vulnerable Sector Police Clearance