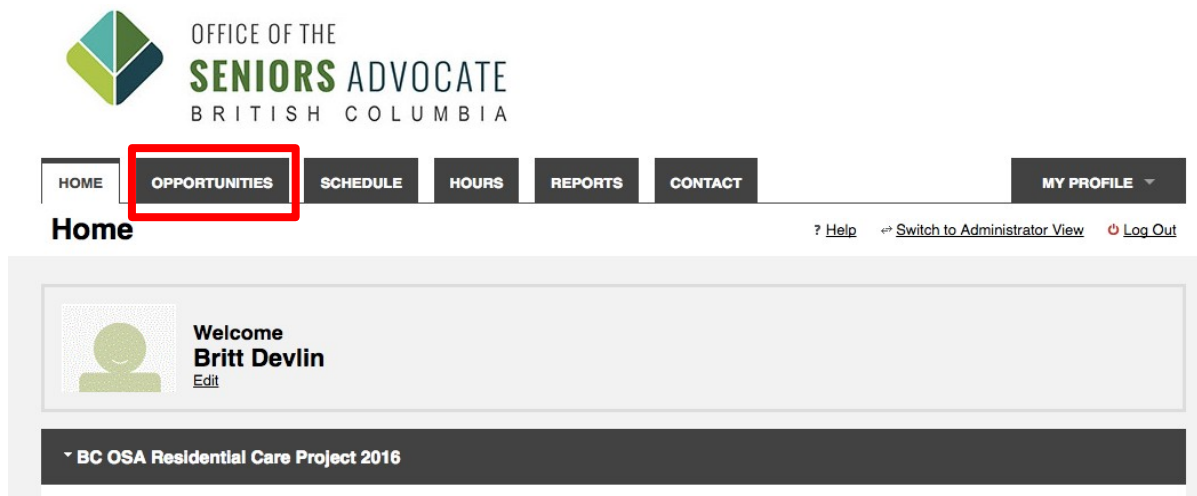


Signing up for Volunteer Shifts

Once you have successfully completed your in-person Volunteer Training Session, you will be able to sign up for volunteer shifts at the care home(s) of your choice. Please remember to sign up for shifts at care homes which you do NOT have a personal or professional connection to.

Please sign up for shifts at your earliest convenience. If there are any scheduling conflicts or you are unable to start shifts immediately, please contact your Regional Engagement Lead.

1. **Log into the MyVolunteer Homepage (<https://app.betterimpact.com/Login>).**
2. **From the My Volunteer Homepage, click on the black bar listing “OSA Residential Care Project 2016” to ensure you are in your Seniors Advocate profile.**
3. **Click on the “Opportunities” tab at the top left.**



The screenshot shows the MyVolunteer homepage. At the top left is the Office of the Seniors Advocate logo. Below the logo is a navigation bar with tabs: HOME, OPPORTUNITIES (highlighted with a red box), SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar, the word 'Home' is displayed. To the right of 'Home' are links for Help, Switch to Administrator View, and Log Out. Below the navigation bar, there is a user profile section with a placeholder image, the text 'Welcome Britt Devlin', and an 'Edit' link. At the bottom of the page, there is a dark grey bar with the text 'BC OSA Residential Care Project 2016'.



4. From the Opportunities page, you should not need to change any filters but can reference below. Scroll down to the bottom of the Opportunities page.



HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE ▾

Opportunities

[? Help](#) [↔ Switch to Administrator View](#) [🔌 Log Out](#)

▾ **Filter Activities**

FILTERS Only include activities that I am qualified for
 Only include activities that have openings available

Include activities for which I am currently
 Generally Available Signed Up Scheduled On the backup list

SORT ▾

DISPLAY Group by category
 Collapse categories by default

Make these my default filters **Filter Activities**

5. Click on the care home you are interested in volunteering at. Please notice the start and end date.

Vancouver Coastal Health

▾ **LTC Facilities - Shift Sign Up**

Activity		Shifts	Start Date	End Date
Facility Shifts - Christenson Village, 585 Shaw Road, Gibsons	i	26	8/9/2016	8/25/2016
Facility Shifts - Rosewood Manor, 6260 Blundell Road, Richmond,	i	50	8/23/2016	9/26/2016
Facility Shifts: Banfield Pavillion, 2785 Ash Street, Vancouver	i	33	8/3/2016	8/26/2016
Facility Shifts: Capilano Care Centre, 525 Clyde Avenue, West Vancouver	i	72	9/1/2016	10/20/2016
Facility Shifts: Evergreen House - 231 15th Street East, North Vancouver	i	27	8/3/2016	8/29/2016
Facility Shifts: Fraserview Residence, 9580 Williams Road, Richmond	i	38	8/11/2016	9/6/2016
Facility Shifts: Hilltop House - 38146 Behmer Drive, Squamish	i	16	8/3/2016	8/12/2016
Facility Shifts: Inglewood Care Centre, 725 Inglewood, West Vancouver	i	74	8/23/2016	10/12/2016



6. Read through the Activity Details – this information is provided from the care home’s team to support you while you are on shift.

Activity Details

If you require assistance with scheduling please call 778-628-3582

Facility:

Banfield Pavillion

2785 Ash Street
Vancouver, BC
V5V 1M9

Directions & Details:

- There is NO free parking available at Banfield
- There is paid parking beside Banfield at City Square (2 Hour Parking is validated with purchase from City Centre retail; i.e. Starbucks)
- Limited parking on side streets available
- Transit is easily accessible

- Volunteers will enter through the main entrance and Nathalie will be available at reception at the beginning of the shift to ensure the storage room is unlocked and locked at the end of the day
- All Confidential Residents Lists and Resident Survey Booklets will be kept in the storage office on the 1st floor
- Please sign in on the sheet located in the Storage room at the start of your shift
- Before you approach residents, please check in at the nursing station located on the floor where you are conducting interviews
- There are 156 beds at Banfield. Majority are 3 bed wards, there are a few single rooms. Volunteers will be conducting interviews on floors 2,3,4. If you would like to conduct interviews in areas that are more quiet/private, please go to the smaller rec rooms (tv room), or the Rec Room or Conference Room, on the 1st floor if available.
- Volunteers will be able to drop off completed survey booklets in outgoing mail

7. After you have read through the Activity Details, scroll down to the bottom of the page where you will find all the dates and times available for that care home. Please click “Sign up” and then confirm.

Friday, August 05, 2016	10:00 AM	12:00 PM	2 / 3	<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Friday, August 05, 2016	1:30 PM	4:00 PM	1 / 3	<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Monday, August 08, 2016	10:00 AM	12:00 PM	1 / 3	<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Monday, August 08, 2016	1:30 PM	4:00 PM	1 / 3	<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Tuesday, August 09, 2016	10:00 AM	12:00 PM	1 / 3	<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>
Tuesday, August 09, 2016	1:30 PM	4:00 PM	0 / 3	Full	
Wednesday, August 10, 2016	10:00 AM	12:00 PM	2 / 3	<input type="button" value="+ Sign Up"/>	<input type="checkbox"/>

If you run into any issues on site and/or are unsure about the survey process, please give your Regional Engagement Lead a call. They are available as a support!