

## *CAREGIVER/JOB COACH POLICY AT THE SAHS*

1. Volunteers must provide their own caregiver/job coach at all times—throughout orientation, training, and volunteering.
  - a. Volunteers or their job coach/caregiver can request an assessment after three months to determine if the volunteer can independently and successfully perform the required tasks.
2. The caregiver/job coach must accompany their client through orientation, training, and while volunteering, and be responsible for their client's schedule, including the recording of hours served.
3. SAHS cannot provide additional supervision in place of a responsible caregiver/job coach. Any substitute or replacement must first complete our orientation and training process before accompanying a client.
4. There should never be more than four volunteers per caregiver/job coach at any time.
5. The volunteer, with the assistance of their caregiver/job coach, must be able to perform all tasks necessary to their assignment and follow all safety protocols.
6. Job coaches are responsible for staying up-to-date on shelter procedural changes as they occur.