

Job Definitions/Position Descriptions – VSys Anywhere Fall 2022

The purpose of this webinar is to support the discussion in the November VSys Voices webinar on writing strong positions descriptions with the technology available in VSys Anywhere.

Voices' Position Template: <https://www.vsysone.com/download/webinars/2022/VSysVoices-CreatingVolunteerDescriptionsWithStrongFoundations-2022-11-17-template.docx>

In the webinar, Karina and Dana commented on 3 benefits to strong job/position descriptions - Connection, Communication and Evaluation. In VSys, jobs descriptions are just another set of data points that can be used in reports or letters or other merges.

Job definitions as Data fields

Taking a look at the sample job description referenced in the webinar and linked above, let's see where those fields could fit.



The screenshot shows a web form for defining a job. The title is "Bilingual/Multilingual Companion". The form is divided into several sections:

- Description:** Includes fields for "Description" (containing "Bilingual/Multilingual Companion"), "Job group" (containing "Hospital B"), "Ownership tags", "Short description", and an "Inactive" checkbox.
- Properties:** A section with a header and a list of fields: "Locations", "Supervisors", "Job ID", "Default assignment duration", "Job tags", "Activity types", "Job preferences", and "Holidays".
- Options:** A section with three checkboxes: "No slot waitlists", "No automatic waitlist clearing", and "Kiosk self-entry of hours".
- Notifications:** A section with two fields: "When sending notifications linked to this job, override the sender name" and "Notification sender e-mail address".

Job Title: **Job name**

Reports to: **Supervisor** (specific) or in a text field below.

Does your screen look different? Remember, a lot of these fields don't show if you haven't used them – security ownership tags, job tags, job activities, activity types, won't show if you haven't defined them.

Descriptions

Duties: - List 1
- List 2

Qualifications

User text 1 - Summary/Purpose

Summary/Purpose: Bilingual/Multilingual Companions are volunteers that enjoy meeting new people and who have a heart for people in need of social connections. These volunteers assist the Heritage Home Health staff with enhancing the service experience of hospice patients by providing interactions in a patient's native language. This contribution of time helps us stay true to our mission of delivering patients the best quality of life to surrounded with people they love.

User text 2 - Tasks/Responsibilities

Type something

User text 3

Type something

Recommended:

Summary/Purpose: **User Text 1**

Why – It’s better HTML, so better formatting in HTML letters or online use. In addition to other uses, this field can be pulled into an open schedule job on VSys Live so you don’t have to do double data entry.

Other descriptive text: **User Text 2/3**

Tip: The User Text fields can be renamed at a system level. Make a decision how everyone will use them and then rename them for consistency.

Alternative: Duties/Qualifications fields

Disadvantage you don’t have the formatting, but if you are using it already, no need to change it.

Optional other items:

Author – Not a built-in field, but could be a custom field applying to job definitions. Or added to a memo field

Last/Next Review Date

Extra Categorizing: **Job Tags, Activity Types**

Program Goals: **Activity Types, Job value measurements**

Measurables: **Accounts and outcomes, Custom fields**

Prompts

Job activities Minimum to prompt for Maximum to prompt for Default to prompt for

Value of each entered volunteer hour
If zero, hourly value will come from the job group

Don't track miles Default miles

Use accounts from job group Accounts and outcomes

Coming soon to VSys Anywhere:

Option 2 – Existing files of descriptions – Job/Location Attachments

If you already have a shared drive with Word or PDF versions of your descriptions that just need updating, use those. By placing those in the **Job/location attachments**, they can be attached to emails or notifications to be shared. Once your attachments are defined you will need to link them to the job in the job definition.

Using the position description data you now have in VSys

Letter Templates (and Notifications):

Insert these fields like others – you will find them under “job details”.

Show advanced fields Add field

Template

B *i* U **A:** **≡** **≡** **≡** **¶:** **↶** **↷** **⌵** **+**

Dear

Thank you for accepting.....

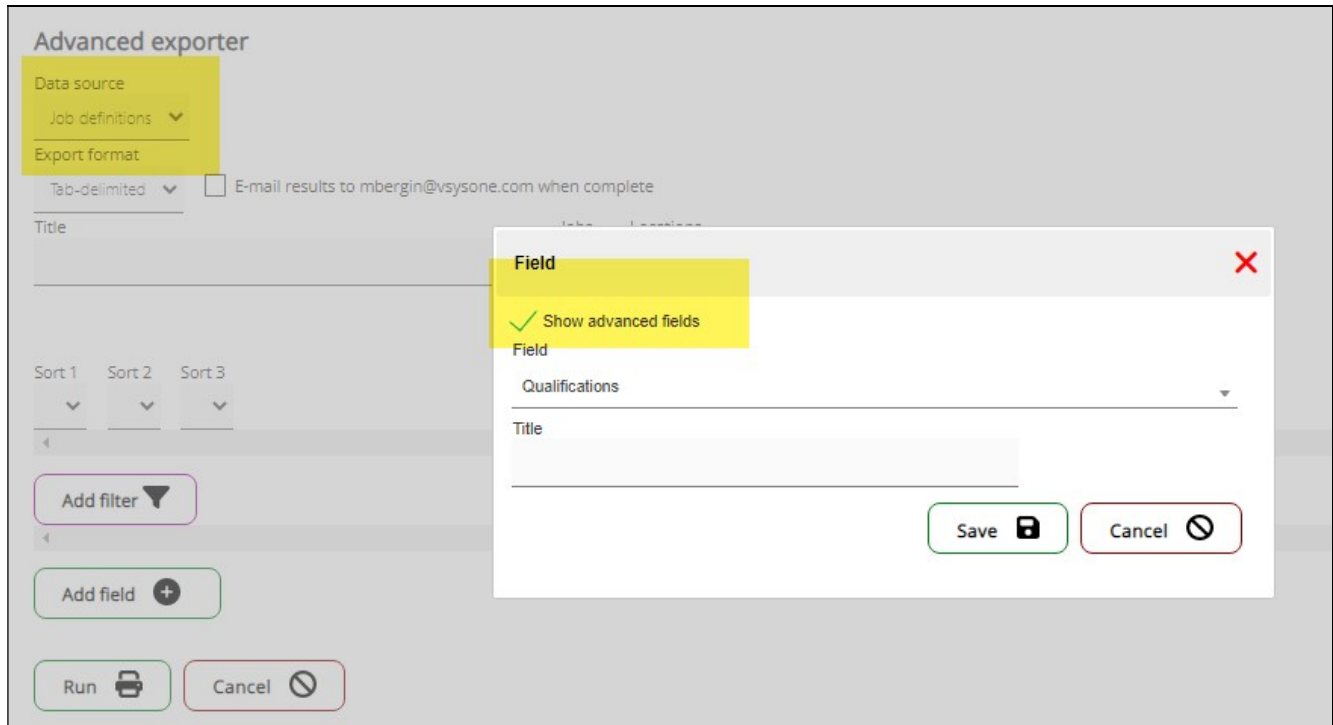
Your first shift will be:

Include activities

Advanced Exporter:

Not sure why an export would be helpful? Use it to look for gaps.

As you are updating, instead of having to go into a job to check what has been filled in and checked off, export it and look for holes.



The screenshot shows the 'Advanced exporter' interface. The 'Data source' is set to 'Job definitions'. The 'Export format' is 'Tab-delimited'. There is a checkbox for 'E-mail results to mbergin@vsysone.com when complete'. Below this, there are sections for 'Title', 'Sort 1', 'Sort 2', and 'Sort 3'. At the bottom, there are buttons for 'Add filter', 'Add field', 'Run', and 'Cancel'. A modal dialog box titled 'Field' is open, showing a checked option 'Show advanced fields', a dropdown menu for 'Field' currently set to 'Qualifications', and a text input field for 'Title'. The dialog has 'Save' and 'Cancel' buttons.