

Job Definitions/Position Descriptions – VSys One 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.

Basics Date created: 12/08/2022; Last changed: 12/08/2022 11:22AM; [Other languages](#)

Job name: Bilingual/Multilingual Companion Short description: Job group: Hospital B Job ID: ☐ Inactive

Original date: Last checked: Next review date: Expires:

Locations: (none) Job tags: (none) Custom fields applicable to slots, assignments and hours: (none)

Security ownership tags: (none)

Job activities: (none) Activity types: (none)

Job/location attachments: (none)

Job preferences: (none) ☐ Automatically become a job preference

Holidays: (none) Preferred skills: (none)

Default duration of each assignment: 00:00 Default needed in each slot: 0

☐ All hours posted as bonus hours only ☐ Don't show warnings when assigning people to this job for lack of indicated volunteer availability

Job Title: **Job name**

Reports to: **Supervisor** (specific) or in **Contact information** tab below in the *Duties, contacts, etc.* region.

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.

Duties, contacts, etc.

Duties | Qualifications | Contact information | Why created | **User text 1 - Summary/Purpose** | User text 2 - Tasks/Responsibilities | User text 3

Insert ☐ Show raw HTML

Tag properties Edit tag Add Table

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.

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

Alternative: Duties/Qualifications fields (tabs)

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

*Tip: The User Text fields can be renamed at a system level in **System preferences and feature enabling** in the **Jobs** section.*

☐ Hide the "User text 1" field ☐ Hide the "User text 2" field ☐ Hide the "User text 3" field

Call the "User text 1" field: Call the "User text 2" field:

Call the "User text 3" field:

Optional other items:

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

Measurements/metrics

Value of each volunteered hour: [Hourly values in the past](#) ☐ Don't track miles Default miles:

☐ Use accounts from job group [Add](#)

Job value measurements:

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.

Job/location attachments

Description	Status	Last changed	Type	Usage
Jobs: Docent				VSystem Live, E-mail
Maps: Los Gatos County Park				VSystem Live, E-mail
Maps: Santa Teresa				VSystem Live, E-mail
NYC tourism				VSystem Live
NYC tourism (e-mail only)				E-mail
Position Description: Bilingual				VSystem Live, E-mail
Special: Sample				VSystem Live, E-mail

Job/location attachment

Description:

[\(add file\)](#)

Job/location attachment types:

Used for:

☐ Inactive

[Other languages](#)

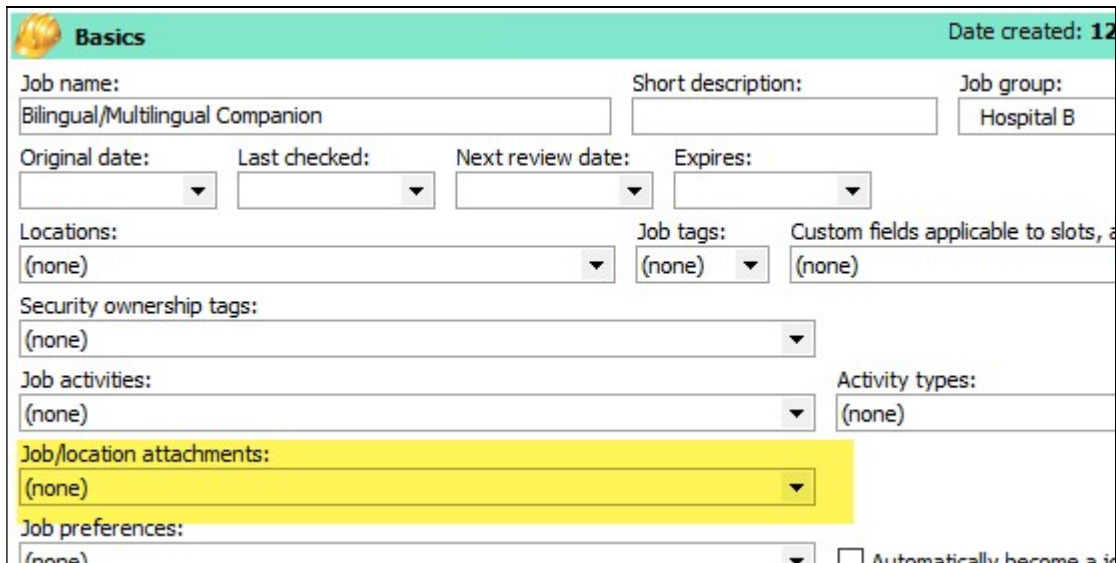
Tip: Job/location attachment types can help with both the organization and how you work with them together. You can define those from this tool as well.

Once your attachments are defined you will need to link them to the job.

Why not attach them in the job itself instead of going back in and linking them to the attachment?

- 1) You may have attachments that apply to more than one job/position. Maybe not as much with position descriptions, but policy or maps can be re-used.
- 2) This is what allows them to be added as “fields” to other items and not have to be itemized at that point.

From within the **job definition**, select the appropriate **Job/location attachments**.



Basics Date created: 12

Job name: Bilingual/Multilingual Companion Short description: Job group: Hospital B

Original date: Last checked: Next review date: Expires:

Locations: (none) Job tags: (none) Custom fields applicable to slots, a: (none)

Security ownership tags: (none)

Job activities: (none) Activity types: (none)

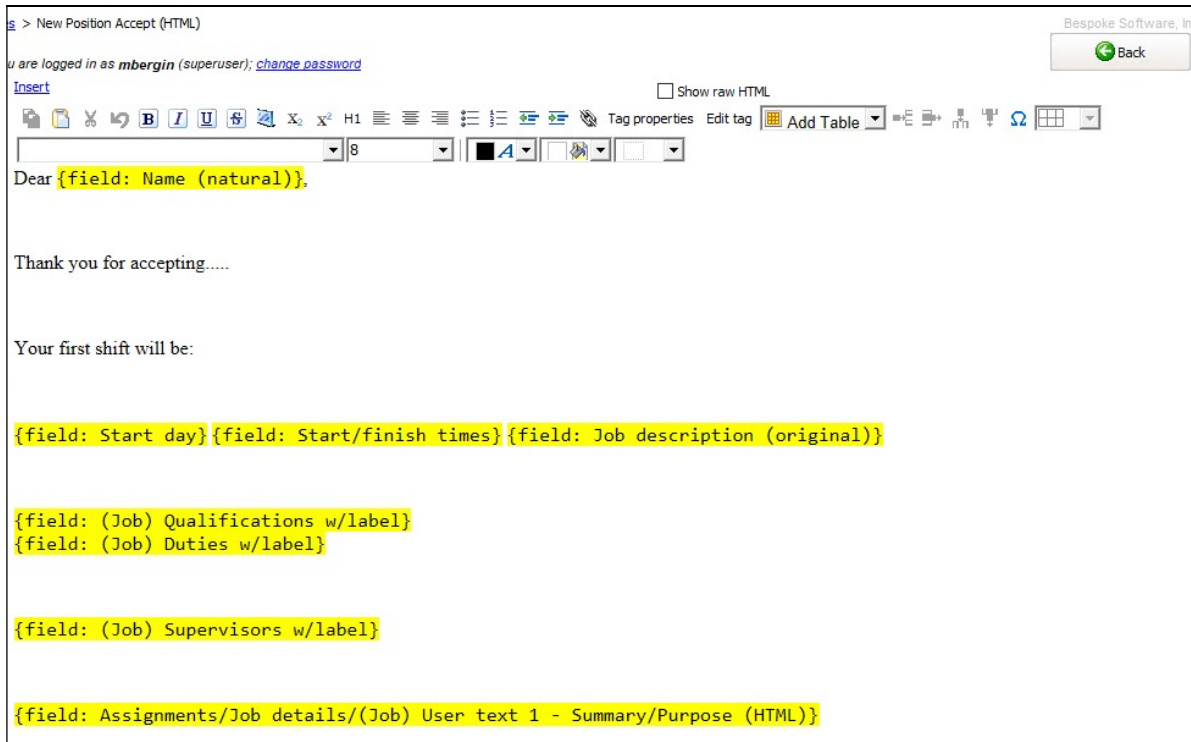
Job/location attachments: (none)

Job preferences: (none) ☐ Automatically become a job

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”.



BS > New Position Accept (HTML) Bespoke Software, Inc.

You are logged in as mbergin (superuser); [change password](#)

Insert ☐ Show raw HTML

Dear {field: Name (natural)},

Thank you for accepting.....

Your first shift will be:

{field: Start day} {field: Start/finish times} {field: Job description (original)}

{field: (Job) Qualifications w/label}

{field: (Job) Duties w/label}

{field: (Job) Supervisors w/label}

{field: Assignments/Job details/(Job) User text 1 - Summary/Purpose (HTML)}

If you have used the User text 1/2/3 fields, you will want to use HTML letter templates. The reason the User Text 1 field can be used for Open Schedule Jobs on VSys Live is that the formatting you put in was HTML. And then that's what lets you use it formatted the same way elsewhere. When given a choice – pick the HTML option.

*Tip: Already have a standard letter template? – right-click **Copy as HTML**.*

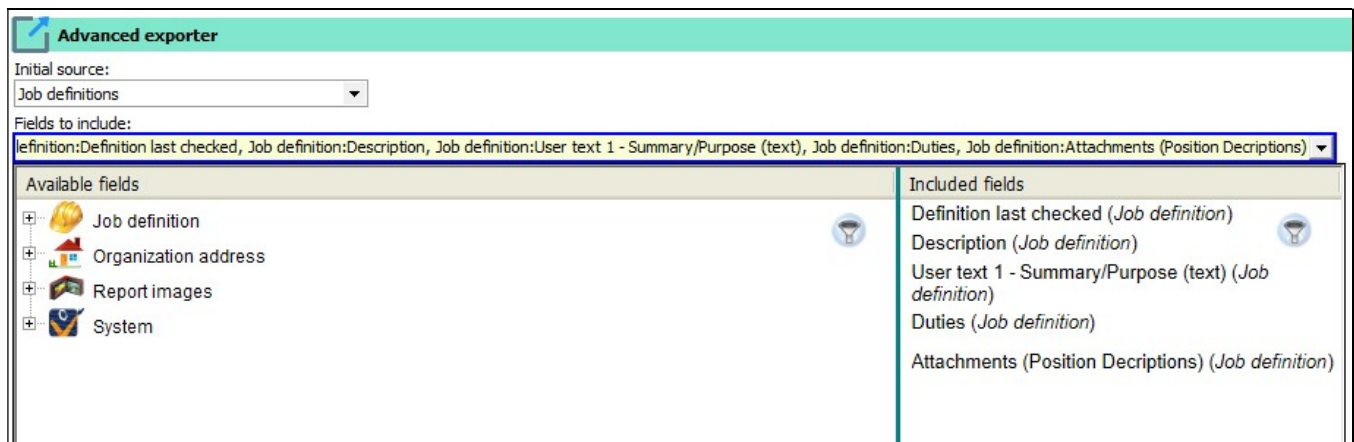
Reports:

Try right-clicking on a job definition in the list to get the built-in definition report. But again – these are fields so this can be edited with the report designer.

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' window. At the top, there's a teal header with a blue arrow icon and the text 'Advanced exporter'. Below this, there's a section for 'Initial source:' with a dropdown menu set to 'Job definitions'. Underneath is a 'Fields to include:' section with a text box containing a list of fields: 'definition:Definition last checked, Job definition:Description, Job definition:User text 1 - Summary/Purpose (text), Job definition:Duties, Job definition:Attachments (Position Descriptions)'. Below this is a table with two columns: 'Available fields' and 'Included fields'. The 'Available fields' column lists 'Job definition', 'Organization address', 'Report images', and 'System' with expandable icons. The 'Included fields' column lists 'Definition last checked (Job definition)', 'Description (Job definition)', 'User text 1 - Summary/Purpose (text) (Job definition)', 'Duties (Job definition)', and 'Attachments (Position Descriptions) (Job definition)' with lightbulb icons.

Available fields	Included fields
<ul style="list-style-type: none">Job definitionOrganization addressReport imagesSystem	<ul style="list-style-type: none">Definition last checked (Job definition)Description (Job definition)User text 1 - Summary/Purpose (text) (Job definition)Duties (Job definition)Attachments (Position Descriptions) (Job definition)