 <b>your</b> COMMUNITY HEALTH	Your Community Health (Previously Called Darebin Community Health)	Approval Date:
	<b>Volunteer Position Description</b> <b>SSP Volunteer</b>	Review Date:
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Related Policy: Volunteer Program Policy & Procedure		
Authorised by: Chief Executive Officer		

## POSITION SUMMARY

<b>TEAM(S):</b>	Community and Service Development Team
<b>PROGRAM:</b>	Social Support Group
<b>SUPERVISED BY:</b>	Donna Dacey
<b>ACCOUNTABLE TO:</b>	SSP Team Leader
<b>ACCOUNTABLE FOR:</b>	None
<b>POLICE &amp; WWC CHECK:</b>	All Volunteers MUST HAVE a satisfactory Police Check and current Working With Children Check.
<b>PRE-EXISTING INJURY/ ILLNESS</b>	Volunteers who are not currently registered with Your Community Health will be required to fill out a Pre-existing Illness/ Injury Declaration Form.

*Volunteering Australia*, Defines Volunteering as;

***“Volunteering is time willingly given for the common good and without financial gain”***


Voluntary work does not jeopardize the paid workforce, its conditions or awards and does not replicate the position of paid workers.

## OUR ORGANISATION

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across the seven Local Government Areas (LGAs) of northern Melbourne: Darebin, Banyule, Moreland, Yarra, Hume, Nillumbik and Whittlesea. There are four service sites:

- East Reservoir (125 Blake Street, East Reservoir)
- Northcote (42 Separation Street, Northcote)
- Panch (300 Bell Street, Preston)
- East Reservoir Community Hub (Unit 1/44 Whitelaw Street, Reservoir)

Volunteers may be required to work at any site.

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	<b>Volunteer Position Description</b> <b>[INSERT POSITION TITLE]</b>	

### **Community & Service Development - YOUR TEAM**

The Community Programs Team aims to lead, coordinate and support Your Community Health staff and partners in the development and delivery of health promotions, youth, volunteers, self-support programs and community development initiatives that meet the needs of the community in the Northern suburbs of Melbourne.

### **Social Support Program – YOUR PROJECT**

The Social Support Program provides group services to people in our community who are socially isolated and/or have a disability. Our group participants are picked up from their homes and brought into our centres where they are provided with morning tea, lunch and afternoon tea. Throughout the day participants engage in gentle exercise, meaningful activities that help build confidence, improve mental and physical health and provide a sense of belonging by being part of a group.

### **VOLUNTEER POSITION PURPOSE**

The Social Support Programs Tuesday group at PANCH consists of Men and Women from a variety of cultural backgrounds. They join in together with group activities including exercises, art and craft and outings.

The volunteer will assist with serving and clearing up meals, interacts with the clients and create positive relationship with them. The volunteer will also utilise her administrative skills and assist the Social Support staff as directed with some of these tasks.


### **POSITION DETAILS**

#### **Responsibilities and Duties**

- Work in accordance with Your Community Health Policies and Procedures.
- Assist with setting up SSP room
- Assist with serving morning tea and lunch
- Assist with clearing and cleaning up after morning tea and lunch
- Assist clients with group activities
- Converse with clients
- Assist SSP workers as directed
- Let any SSP worker know if you observe a client who might require assistance
- Raise any issues or concerns promptly with the SSP Group Leader, then the Volunteer Co-ordinator if necessary

#### **Key Selection Criteria**

- A commitment and willingness to undertake a volunteer role.
- Good/Basic/Advanced organisational and communication skills
- An open, caring and non-judgmental approach to others

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- Ability to work within a team

**Desirable Attributes**

- Commitment to enhancing the lives of older and disabled people attending SSP
- A second language
- An understanding of multicultural and diverse communities

**Time Commitment**

At least one day per week, preferably the same day each week. Hours to be negotiated with the supervisor.

**OCCUPATIONAL HEALTH & SAFETY (OHS)**

All Volunteers are expected to contribute to ensuring a safe workplace for themselves, clients, visitors, staff and fellow volunteers

**CONFIDENTIALITY**

Volunteers are expected to maintain staff, client and fellow volunteer confidentiality at all times.

**TRAINING**

All Volunteers are expected to participate in Your Community Health Volunteer Induction and Orientation training, and other training as appropriate and available.

**Condition of Appointment**

- Current satisfactory Police Check
- A current Working with Children’s Check
- The service operates a smoke free environment
- The service is an Equal Opportunity employer
- The service has a zero tolerance to negative and bullying behavior

**GENERAL**

Management, in consultation with the volunteer, reserves the right to modify this position description when required.

Your Community Health requires declarations and personal information relevant to volunteering with Your Community Health. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000

I acknowledge and agree that I have read and understood the content of the above volunteer position description of my current role and that I will carry out my responsibilities and duties to the best of my abilities at all times.

Volunteers Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (please print)



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**Volunteer Position Description**  
**[INSERT POSITION TITLE]**

Staff Supervisor: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager Community and Service Development **Elizabeth Chondros** Signature \_\_\_\_\_ Date: \_\_\_\_\_