	Your Community Health (Previously Called Darebin Community Health)	Approval Date:
	Volunteer Position Description Child Youth and Family Toy Cleaning	Review Date:
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Related Policy: Volunteer Program Policy & Procedure		
Authorised by: Chief Executive Officer		

POSITION SUMMARY

TEAM(S):	Child Youth and Family
PROGRAM:	Allied health
SUPERVISED BY:	Lee Edwards. Allied Health Assistant
ACCOUNTABLE TO:	Jessica Malcolm
ACCOUNTABLE FOR:	None
POLICE & WWC CHECK:	All Volunteers MUST HAVE a satisfactory Police Check and current Working With Children Check.
PRE-EXISTING INJURY/ ILLNESS	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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CHILD, YOUTH AND FAMILY TEAM

We provide tailored services for children, young people, and their families through all stages of their development. Our team of highly skilled health professionals provide a range of services and programs that support their changing health and wellbeing needs. Our specialist services include counselling, nutrition and dietetics, occupational therapy, physiotherapy, podiatry and speech pathology.

VOLUNTEER POSITION PURPOSE

The Child and Family Team at Darebin Community Health Service strives to create an environment that is safe for its clients. Various toys and play equipment used in treatment with clients carry the potential for transfer of infectious particles between clients. To reduce this risk, the volunteer will support the Allied Health Assistant with toy cleaning procedures. Through this process, the volunteer will gain skills infection control within a paediatric clinic setting. The Child and Family – Toy Cleaning Policy and Procedure has been developed and provides best practice guidelines for the use and cleaning of communal toys used by clients of the Child and Family Team, to reduce any possible risk of cross-infection.

POSITION DETAILS

Responsibilities and Duties

- Work in accordance with Your Community Health Policies and Procedures.
- Follow the 'Child and Family - Toy Cleaning Policy and Procedure 2015.'
- Be available for a 3-4 hour block once a month (may be reviewed as position progresses).
- Cleaning tasks will be performed under the support of the AHA at the PANCH site.
- Documentation of toys cleaned.
- Support the AHA with administrative tasks as required.

Key Selection Criteria


- A commitment and willingness to undertake a volunteer role.
- Good organisational and communication skills
- Have a commitment to maintaining high standards of cleanliness and infection control
- An open, caring and non-judgmental approach to others
- Ability to work within a team

Desirable Attributes

- An understanding of multicultural and diverse communities

Time Commitment

- It is envisaged the tasks required may take approximately 3-4 hours a month, however some flexibility may be required as the role develops as time may need to be slightly altered depending on productivity

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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)

Staff Supervisor: _____ Signature _____ Date: _____

Manager Community **Elizabeth Chondros** Signature _____ Date: _____
 and Service Development



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