## 

## Volunteer Position Description

**Interlink Program**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: Interlink Group Volunteer**

**Hours:** 10am – 3pm Wednesday during school terms

**Location:** 1616 – 1622 Burwood highway, Belgrave

**Reports to :**  Volunteer reports to Support Worker

**Support Worker :** Cate Wilson and Alisa McBurney

**Staff Involved in Program** Cathy van den Essen, Cate Wilson and Alisa McBurney

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE OF THE POSITION:**

The Interlink Program provides a structured activity program for adults with an Intellectual disability. The aim of the program is to provide a social atmosphere in which clients can interact, develop their individual physical, emotional, social and intellectual potential and further their independence. Each term has a theme around which activities are structured.

**KEY SELECTION CRITERIA**

**Qualifications, experience, skills and attributes**

* The ability to work as part of a team
* A willingness to work under the direction of a member of staff.
* Patience and good verbal communication skills
* The ability to work with and be accepting of a broad range of people
* Some group work experience and skills would be advantageous
* Full driver’s licence
* Current volunteer WWC check
* Police check.

**ORGANISATIONAL ENVIRONMENT:**

Inspiro is a local, not-for-profit community health service providing allied health, health promotion, counselling and dental services to the Yarra Ranges community. Our work environment is inclusive, collaborative and proactive.

**Our Vision:** To inspire as many people as we can to reach their personal health goals.

**Our Values:**

**Friendly –** We offer a welcoming and friendly place where people are treated equally with respect and dignity.

**Local –**We provide a strong local membership, board and workforce which keeps us grounded on what is important for clients.

**Empowering –** We respect the right of each individual to set their own health goals and help empower people to reach them.

**Holistic –** We understand all of a client’s health goals, not just the issues at hand.

**DUTIES AND RESPONSIBILITIES: Work Specific**

* Assist in the setting up of the program.
* Observe the clients for progress and safety and report any concerns to staff member.
* Assist with delivery of program under the direction of the staff member.
* Encourage clients to be independent but be willing to assist them when required.
* Assist with the packing up after the program.
* Assist staff on outings with getting around safely and getting in and out of the bus or cars
* Assist in being a driver on outings

**ADDITIONAL INFORMATION:**

* Inspiro is an Equal Opportunity Employer.
* Appointment as a volunteer is subject to satisfactory completion of a Police Records Check and (where relevant) a Working with Children Check.
* In the context of Occupational Health and Safety (OH&S), all volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
* Pre-existing injury – prior to any person being appointed to this position they will be required that they disclose full details of any pre-existing injuries or diseases that might impact on their ability to meet the position requirements or might be affected by volunteer service in the position.
* Inspiro is a smoke free workplace.
* As a means of recognising your efforts, your Support Worker will conduct a 3 month review
* Volunteers will be updated on relevant policies and be provided with opportunities for training relevant to the role.

I have read and understand this position description and agree to work within my capabilities and these guidelines in order to achieve the given tasks.

**Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**