



Our Vision

People living well

Our Values

We care – We work together – We achieve – We learn

Position Description

Position Title	Transport Volunteer – Family Connections and HIPPY programs
Reports to	Families Support Worker (FRY Team Wodonga)
Location	Wodonga
Description of Project/Purpose of Assignment:	
<p>Gateway Health provides a program called The Home Interaction Program for Parents and Youngsters (HIPPY), which is a two-year home-based parenting and early childhood programme that helps parents and carers to be their child’s first teacher. The program builds the skills of parents and carers to help prepare their child for school. Gateway Health also has a Family Connections program, which is a free service that provides information, advice and support to eligible people who are looking after a child under the age of 8.</p> <p>These programs run a number of different groups. The Volunteer’s role is to provide transport to these groups, such as playgroup and the swimming group, which ensures that local community members have the opportunity to participate in these groups.</p>	
Time Commitment:	
<p><u>Every 2nd Tuesday Morning – Playgroup</u> Group runs 10.30am – 12.30pm. Volunteer hours: 9.30am – 1.30pm</p> <p><u>Every Wednesday – Swimming group</u> Group runs 1pm – 1.30pm. Volunteer hours: 12pm – 2pm</p>	
Qualifications and Experience Needed:	
<ul style="list-style-type: none"> • Volunteer must have a driver’s license (will be using GH vehicles, car or small bus) • Willingness to undergo Working with Children Check • Willingness to undergo Police Check • Willingness to undergo CPR training • Volunteer must be female – due to multicultural constraints 	
Outline of Volunteer’s Responsibilities or List of Tasks:	
<ul style="list-style-type: none"> • Pick up participants from their homes and drop them to group venues and return them home after the group 	

<ul style="list-style-type: none"> • Assist in swimming and playgroups
Outcomes/Goals:
<p>Volunteers have the opportunity to support their local community in a practical way.</p>
Training and Support Plan:
<ul style="list-style-type: none"> • Volunteer will be provided with CPR training • Volunteer will be supported by the program coordinator • The Volunteer will undergo a Gateway Health Volunteer Induction session.
Reporting Requirements:
<p>Volunteers to report any issues or concerns to their volunteer coordinator. Volunteer to inform GH staff if they are unable to volunteer on their allotted time.</p>
Benefits:
<ul style="list-style-type: none"> • Opportunity to provide a valuable community service and gain experience in group work • Social inclusion • CPR training

Organisation Context

Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).

The Board of Governance provides strategic planning for Gateway Health. The Board consists of 9 elected members.

The Board has delegated the operational management of the Agency to the Chief Executive Officer.

Executive staff is accountable to the Chief Executive Officer and provide direction, support and leadership to staff.

The Executive comprises;

- Chief Executive Officer
- General Manager Client Services
- General Manager Clinical Services
- General Manager Corporate Services

Program Managers provide immediate support and management within their program areas. There are nine clinical and client program areas.

Corporate services are delivered through five key areas (Finance, Payroll, Information Communications Technology, Human Resources and Quality & Safety).

Review of Position Descriptions:

This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.

Performance Monitoring:

Due to time constraints, the Program Volunteer Coordinator (PVC) may not be able to meet formally with the volunteer at the end of their three or six month probationary period. The PVC will meet with the volunteer if the volunteer is deemed unsuitable to continue in their role, however it is hoped that any identified issues were attempted to be addressed before this period so that if the volunteer is told they are unsuitable and cannot continue in the role this should not come as a surprise. The volunteer will be referred to other volunteer referral agencies to find a more suitable role.

Where the volunteer is suitable they will continue to carry on their volunteer role.

The position description should then formally be reviewed every 12 months.

Last Appraisal Date:

Next Appraisal Date:

I _____ (*full name*) hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the organisation.

Volunteer Signature

Date

Program Volunteer Coordinator Signature

Date