



**Our Vision**

People living well

**Our Values**

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

**Position Description**

<b>Position Title</b>	Mother Goose Volunteer
<b>Reports to</b>	Team Leader of Parent and Relationship Education
<b>Location</b>	Albury Community Health, Smollett Street, Albury Gateway Health Wodonga, 155 High Street, Wodonga
<b>Description of Project/Purpose of Assignment:</b>	
<p>Volunteers are supported by the Mother Goose facilitator to provide a weekly session of songs, rhymes, and storytelling to parents and young children (babies to pre school age). This program aims to build strong family relationships and to provide parents with long lasting resources to entertain and delight their child. This program has been particularly useful for children at risk and those with troublesome behaviour. Volunteers assist with group cohesion and morning tea whilst the facilitator leads the group through stories, songs and rhyme.</p>	
<b>Time Commitment:</b>	
One session per week during school terms.	
<b>Qualifications and Experience Needed:</b>	
<p>Essential</p> <ul style="list-style-type: none"> <li>• An interest in working with young children and families.</li> <li>• Sound communication skills.</li> <li>• Ability to manage small groups of children.</li> <li>• Ability and confidence to join in rhymes and songs within a group setting.</li> <li>• Willingness to liaise with and encourage interaction between parents and carers during sessions.</li> <li>• A basic knowledge of food hygiene.</li> <li>• Respect privacy and confidentiality of participants</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• An understanding of complex psychosocial issues and problems in family dynamics which can in turn affect behaviour of children and parents.</li> <li>• Willingness to obtain a Working with Children’s Check (NSW and/or VIC)</li> </ul>	

<b>Outline of Volunteer’s Responsibilities or List of Tasks:</b>
<ul style="list-style-type: none"> <li>• Assist in setting up the Mothergoose space prior to commencement of Mothergoose program. This involves placing pillows in a circle on the floor etc.</li> <li>• Assist in preparing or fully preparing the morning tea. This involves cutting up fruit and cheese, arranging bowls and cups and setting table and chairs when appropriate. Strict attention to hygiene is essential.</li> <li>• Meet and greet both parents/carers and children on arrival at the program.</li> <li>• Join in singing of the songs and rhymes, interacting with the parents and the children during the group.</li> <li>• Assist with distribution of morning tea.</li> <li>• On completion of the session assist in packing up. Wash bowls, cups and food preparation items.</li> </ul>
<b>Outcomes/Goals:</b>
<ul style="list-style-type: none"> <li>• Enhance parent and child early attachment and building a positive relationship.</li> <li>• Supporting children with early literacy and numeracy through songs and rhymes.</li> <li>• Provide a relaxed and supportive environment for all families.</li> </ul>
<b>Training and Support Plan:</b>
<ul style="list-style-type: none"> <li>• Two Day Mother Goose training (not required)</li> <li>• First Aid Training</li> <li>• Gateway Health general volunteer induction</li> <li>• Ongoing support from program coordinator</li> </ul>
<b>Reporting Requirements:</b>
<ul style="list-style-type: none"> <li>• Ensure attendance sheet is completed and returned to Gateway Health staff member</li> <li>• Inform the program coordinator if you are unable to attend a planned session.</li> <li>• Inform the program coordinator if you have any concerns about the children or parents.</li> <li>• Inform the program coordinator if any conflict of interest occurs</li> </ul>
<b>Benefits:</b>
<ul style="list-style-type: none"> <li>• To get in touch with your inner child by singing songs and rhymes, being around babies and children, to “sing like no one is watching”. The group is a lot of fun with the interaction between adults and children.</li> <li>• Getting to see children develop and meet their milestones is very rewarding.</li> <li>• To have a free healthy morning tea each week.</li> <li>• Attend the Gateway Health annual volunteer luncheon</li> <li>• Training opportunities and professional development opportunities</li> <li>• Rewarding experience in helping others</li> </ul>

## 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 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.

<b>Last Appraisal Date:</b>	
<b>Next Appraisal Date:</b>	March 2016

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