



Our Vision

People living well

Our Values

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

Position Description

Position Title	Community Inclusion Volunteer
Reports to	Program Officer, Community Inclusion
Location	Wangaratta Gateway Health and local community venues
Description of Project/Purpose of Assignment:	
<p>Gateway Health’s Community Inclusion program provides a range of individual and group based leisure, learning and lifestyle programs for people with a range of physical, developmental disability or intellectual disabilities. Volunteers have the opportunity to support participants to take part in healthy, meaningful activities and lifestyles with community organisations, services and business in the community.</p>	
Time Commitment:	
6 hours per day, one to two days per week.	
Qualifications and Experience Needed:	
<ul style="list-style-type: none"> • Patience • Good listening skills • Ability to take direction • Willing to undertake CPR training • Desirable: driver’s licence and / or heavy rigid bus licence (council bus) • Undertake 3 month probationary period 	
Outline of Volunteer’s Responsibilities or List of Tasks:	
<p><u>Planned activity groups: Textiles Group</u></p> <ul style="list-style-type: none"> • Drive participants to group • Set up tables and chairs for the day • Support participants in program • Plan with program staff member • Encourage participants to get involved in activities • Set up activities • Heat cooked lunches and serve from the kitchen 	

Planned Activity Group: Swimming Group

- Assist participants get in and out of pool
- Volunteer must have CPR training for this role
- Times: Tuesday afternoon, Thursday morning and Friday morning

Planned Activity Group: Farm Group

- Drive participants to farm
- Encourage participants to try different activities

Volunteers may assist with other participants / groups by:

- Accompanying participants on excursions / outings (active 18 – 25 year age group)
- Boys Night out – different activities on a Friday night, such as visiting the pub, movies, dinner and bowling
- Hospitality roles – assisting with meals preparation

Yarrunga tasks:

- Follow directions from staff
- General cleaning including: wash windows, wipe down shelves, tables, chairs and walls.
- Vacuuming
- Washing dishes
- Supporting participants to do their projects
- Other tasks as required

Outcomes/Goals:

Volunteers play an important role to help ensure that participants are supported to maintain and develop skills which will ensure an active life style and meaningful relationships with other people in their community.

Training and Support Plan:

Volunteers will receive on the job instruction and training. Volunteers are supported by Community Inclusion staff. Various training opportunities will be offered for specific activities, such as first aid training.

Reporting Requirements:

- Contacting Community Inclusion staff when you are unable to attend, providing as much notice as possible
- Immediately notifying Community Inclusion staff of any OH& S risks or incidents
- Providing feedback or reporting any issues to Community Inclusion staff

Benefits:

- Capacity to develop new skills in relation to planning and facilitating activities
- Opportunity to support local community in a meaningful way
- Volunteering in a supportive team environment

- Provision of lunch and opportunity to participate in community events and outings
- Developing positive relationships with group participants, other volunteers and staff (within the boundaries of a volunteer role)

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