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POSITION DESCRIPTION

|  |  |  |
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| Position: | Volunteer | |
| Program: | Cardinia Communities for Children | |
| Hours: | Casual | Hours per week: 3 |
| Duration: | Casual | Fixed Term end date: ongoing |
| Location: | ParentZone Hub, 75 Army Rd, Pakenham | |
| Accountability: | This position is directly accountable to the Project Coordinator of Cardinia CFC | |
| Date: | March 2024 | |

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**INTRODUCTION**

At Anglicare Victoria our focus is on transforming the futures of children and young people, families and adults. Our work is based on three guiding pillars, Prevent, Protect, and Empower. We offer a comprehensive network of services and seek to ensure the provision of high-quality services that will bring about significant improvements in the life experience of the young people, children and families/caregivers with whom we work.

Anglicare Victoria has an official Reconciliation Action Plan (RAP) that bears the Reconciliation Action Trademark. The RAP requires that employees continue to develop their cultural competence to maximise opportunities and improved outcomes for Aboriginal and Torres Strait Islander peoples.

**OVERVIEW OF PROGRAM**

Communities for Children is a federally funded project. There are 52 sites across Australia. Anglicare Victoria has 3 sites, Bendigo, Cardinia and Frankston. The Cardinia site is located at the ParentZone Hub in Pakenham and covers the Shire of Cardinia. CFC focuses on children 0-12 years and their families and building capacity across Cardinia communities. Cardinia CFC’s Theory of Change outcome is “Children within Cardinia Shire have a safe and strong community.”

The ParentZone Hub at Pakenham Hills Primary School is a partnership between Anglicare Victoria, the Department of Education and Cardinia Shire Council to develop a multi-agency and service community hub for parents, children and the broader community.

**PROJECT**

AV Aid Food Van

AV Aid attends PZ Hub once a month to provide free groceries. Clients register to let AV Aid know how much to bring. Registrants need to complete a QR code form on the day for AV Aid data needs. The Volunteer is welcome to select groceries for themselves.

**VOLUNTEER ROLE**

* Assist in promoting or following up queries for the program
* Plan, promote and organize sessions
* Attend to clients during sessions, collecting registrations, sharing information and responding to queries.
* Input data into the attendance workbook and participate in the debrief.

**POSITION OBJECTIVES**

* To work as part of a team and support the development, promotion and delivery of programs within CFC.
* To provide support, under the guidance of the CFC Project Coordinator, to identify, plan and deliver programs based on community needs.
* Support with the collection of relevant data and feedback.
* To maintain relevant databases required by programs for reporting purposes.
* To respond to any enquiries that are within your scope of knowledge.

**KEY RESPONSIBILITIES**

* Liaising with internal staff and community about programs and services delivered within the Hub
* Maintenance of physical environment of the Hub prior to and post program delivery
* Support with delivery of programs
* Support the preparation of relevant forms, flyers, promotional material
* Maintain supplies of all forms and brochures
* Data entry
* Other tasks as directed by the CFC Project Coordinator

**OCCUPATIONAL HEALTH & SAFETY (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplace by applying best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* Take reasonable care for their own health and safety and of others in the workplace by working in accordance with legislative requirements and the company’s OHS policies and procedures.
* Take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others.
* Cooperate with reasonable directions, policies and procedures relating to health and safety in the workplace.
* Report all injuries, illness or ‘near misses’ to their Supervisor or Manager.
* Participate in relevant health and safety training based on roles and responsibilities.
* As required, participate in the development and implementation of specific OHS hazard and risk management strategies.

Positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This is achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

**KEY SELECTION CRITERIA**

* Communication, interpersonal and organisational skills.
* Computer skills in Microsoft Word, Excel, Publisher, Outlook and the Internet.
* Ability and willingness to learn how to use new data management systems.
* Customer service skills including energy, enthusiasm and the capacity to exercise initiative, discretion, judgement and maintain confidentiality.
* Ability to work independently with support from supervisor as needed.
* Ability to work within a team, as well as the wider staff and community

# Essential

1. Ability to work as part of a team.
2. All Anglicare Victoria volunteers are subject to a satisfactory Criminal History Check, be in possession of a current Volunteer Working with Children Check and meet current Covid vaccination requirements prior to commencement.
3. Provide a minimum of two referees.
4. Desirable skills, knowledge, and experience

* Working towards community services, allied health therapy or social work qualification and/orexperience working in a community organisation.
* Demonstrated knowledge of social welfare issues.
* Well-developed communication and organisational skills.
* Skills in Microsoft Office Programs.
* First Aid Training
* Some knowledge of OH&S

# ADDITIONAL INFORMATION

* This is a volunteer position, and no wage or salary is available.
* The occupant of this position recognises the importance of advising the program supervisor of any proposed absences as early as possible prior to a session commencing to allow adequate alternative arrangements to be made.
* All volunteers participate in training and supervision.
* All volunteers of Anglicare Victoria are subject to a six-month probationary period.
* Occupants of this position are subject to a satisfactory Criminal History Check prior to commencement and will be required to hold a current Working with Children Check.

To apply or for further information please contact [CFCCardinia@anglicarevic.org.au](mailto:CFCCardinia@anglicarevic.org.au) or contact the Cardinia CFC Project Coordinator, Cindy-Lee Harper, on 03 9781 6795 or 0457 825 076.

**ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS**

To be signed upon appointment

**Volunteer**

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |