

POSITION DESCRIPTION

|  |  |
| --- | --- |
| Position: | Volunteer  |
| Program: | Cardinia Communities for Children |
| Hours: | Casual | Hours per week: 2-5 |
| 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 |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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**

The Wardrobe Project consists of a few elements:

1. The Thread Together (TT) Wardrobe of new emergency clothing for adults and children and nappies for babies is located at the Hub and available via appointment. Access by appointment to the wardrobe.
2. Thread Together orders. <https://www.threadtogether.org/> TT redistributes new, unsold, brand clothing where needed through not-for-profit agencies. TT orders are made online with clients (mainly adults). Orders taken on special days like Children’s Clothing Exchanges or Financial Hub.
3. Children’s Clothing Exchange. Children’s clothing is rarely available through TT and there are limited options in op shops. CFC holds a children’s clothing exchange for sizes 0-5 early in April school holidays and sizes 6-12 later in September school holidays. Clothes are donated and sorted. The clothing is set up on racks and tables in the ‘shop’. Refreshments are available for families plus the AV Aid Food Van will be present on the day. *Thread Together* orders for adult clothing can be made.
4. Financial Hub occurs in the July school holidays and brings together families with financial counsellors and other supports. The AV Aid Food Van attends and TT orders can be made.

**VOLUNTEER ROLE**

* Assist in planning, promoting, collecting and organizing for the event prior to the date.
* Assist in promoting or following up queries.
* Input data into the attendance workbook and participate in the pre-briefs.
* Attend events.
* Maintain stock, meet clients by wardrobe appointment, make orders for clients
* Organize orders when they arrive, contacting clients and ensuring they are picked up.
* Finalize data in the attendance workbook and participate in the debriefs.

**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 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: |  |