

<b>Role:</b>	Infusion (Mobile Morning Tea) Volunteer
<b>Program:</b>	Community Development
<b>Location:</b>	Various locations (Tuggeranong)

## Position Statement

Infusion is a mobile morning team designed to go out into the community to connect with those who may be isolated, due to being out of employment, living alone or at home carers etc. The morning tea provides information in a relaxed space where the community can come together to unwind, connect, share and enjoy a cup of tea/coffee.

Infusion will also enable Communities@Work's Community Development program to improve outreach, and to gain a greater understanding of community strengths, goals, local assets and to capture community ideas.

Infusion occurs twice a week in the Tuggeranong region and is currently scheduled until mid-June. The project may be extended beyond this date.

## Duties & Responsibilities

### Position Specific

- Assistance with setting up and packing down of morning tea equipment (marquee, tables and chairs)
- Interacting with members of the community from diverse backgrounds and circumstances
- Some light and heavy lifting
- Other duties as directed by supervisor

### Workplace Compliance:

- Understands and supports the Communities@Work Purpose, Mission and Values
- Maintain appropriate professional codes of ethics and work standards
- Comply with Communities@Work services' policies and procedures
- Work within WHS guidelines and promote safe work practices
- Demonstrate a sound working knowledge of the relevant legislation and regulations
- Is responsive to changes in client needs, manages client expectations and provides a courteous and professional service to clients
- Maintain a current Working with Vulnerable People registration

## **Team Work:**

- Builds and sustains positive relationships with team members and clients
- Works collaboratively and is an effective team member
- Understands and responds to different communication styles, and treats people with respect and courtesy
- Understands diversity and tries to see different perspectives
- Identifies learning opportunities and understands constructive feedback
- Display excellence in client service.

## **Selection Criteria**

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### **Essential**

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- Maintain current 'Working with Vulnerable People' registration
- Attendance at a Communities@Work Volunteer Induction
- Attendance at other training sessions as required, including Program Area/Role specific orientation training
- Good communication skills
- Physical ability to assist with setting up and packing down equipment