

VOLUNTEER ROLE STATEMENT



SOCIAL SUPPORT VOLUNTEER

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

The position is:

Position Title	Social Support Volunteer		
Department & Section	Community Development		
Team	Community Services		
Reporting to	Community Services Support Officer		
		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>



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How does this position contribute to our community?

- To act as a link between Council and the community
- To assist program staff to provide meaningful social and recreational activities

What does the position do?

- Assist in meal preparation and general kitchen duties
- Assist in setting up and packing away of the group area
- Participate and assist with program activities and group outings
- Encourage members participation, promoting a climate of respect and dignity
- Encourage members to take an active and responsible approach to their own wellbeing and self esteem
- Support Staff to create an environment of wellbeing and reablement and encourage group participants to maintain independence
- Have a 'Doing With' attitude to work alongside group participants to achieve activities
- Liaise with Program Coordinator and other staff and volunteers as required and provide feedback
- Attend training sessions and volunteer meetings as required
- Report any accidents or incidents within 24 hours

The behaviours we expect the position to contribute to our workplace are:

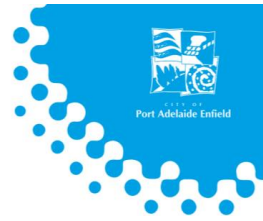
- Reliable, energetic, caring and responsible attitude
- Ability to follow directions and instructions
- Ability to work as a team member
- Ability to respect and maintain confidentiality
- Ability to communicate, listen and relate well to the client group, staff and other volunteers
- Have a proactive and flexible attitude
- Inform staff when you are unable to attend or need modified duties
- Be familiar with the Council's Work Health and Safety policy and other policies relevant to the Volunteer Program
- Successfully complete the Volunteer Programs recruitment and orientation procedure.

Experience

- No previous experience required

Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.



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- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Code of Conduct

All volunteers of the City of Port Adelaide Enfield must:

- Act in a fair, honest and proper manner
- Be reasonable, just and non-discriminatory in their behaviour in all aspects of carrying out their volunteer roles and responsibilities
- Volunteer in good faith and not for an improper or ulterior motive
- Achieve a team approach in an environment of mutual respect, trust and acceptance.
- Maintain a mature, constructive working relationship with courtesy and respect

Conditions

- DCSI clearances, Police check and reference check
- Insurance cover will only extend to volunteers of council who are registered and engaged in clearly defined activities that are approved and controlled by the staff representing council.
- Positions have a 12-week probationary period
- Working within the guidelines of this position description and to comply with the relevant policies and procedures for reporting and supervision
- Abiding by the council's Volunteer Code of Conduct and Confidentiality

Volunteer Signature: _____

Print Name: _____

Date: _____