

VOLUNTEER ROLE STATEMENT



PEOPLE AND PETS PROJECT 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	People and Pets Project Volunteer		
Department & Section	Community Development		
Team	Community Services		
Reporting to	Community Services Leader / Community Services Officer		
		Prescribed Position:	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>



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How does this position contribute to our community?

- A Companion Animal Project Volunteer provides support to people who may no longer be able to carry out some of their pets' care needs, due to ageing or some other form of incapacity. The Volunteer will assist people to remain living independently in their own homes by supporting the continuation of the companion animal bond with their pets.

What does the position do?

- Visit selected resident on a regular (e.g. fortnightly) basis
- Assist the client with caring for their companion animal
- This may include exercising, transport, and bathing/grooming
- Record of dates and times of visits on the MyImpact – TimeClock system
- Provide program feedback of experiences and thoughts via surveys and TimeClock system
- Respecting the rights of residents and exercise duty of care at all times
- Respect the decisions made by the owner regarding the care of their animal
- Report difficulties, issues, or concerns during visits to the Community Services Officer or Volunteer Development Officer in a timely manner
- Report to the coordinator if you are asked to undertake any financial or legal responsibilities or any other tasks outside of the duties on this role description e.g. Shopping, as the Council may be able to offer other services that can assist the resident
- Advise the coordinator if you wish to cease visiting on a temporary or permanent basis

What outcomes does the position deliver?

- Appropriate information management practices are implemented
- A child safe environment is maintained and promoted
- Other reasonable duties as required are undertaken

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

- Care and considerations towards the needs of animals
- Ability and willingness to undertake training and direction
- Accountability and able to work independently
- Demonstrated reliability and able to follow instructions
- Effective communications and information sharing
- Good problem solving and decision making
- Enthusiasm and optimism to complete tasks
- A passion for personal development and improvement
- Innovative thinking and a courage to try new ideas
- Adaptability to new ideas and concepts
- Interpersonal skills that build good work relationships

Experience

- No previous experience required, however some experience with animals would be beneficial



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Knowledge

- Knowledge of walking dogs and other pet related activities or willingness to learn desirable

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.
- 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

- Police check and DHS Screening
- 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 Code of Conduct and Confidentiality

Volunteer Signature: _____

Print Name: _____

Date: _____