

Volunteer Position Description

Program	Care Cafe
Volunteer Title	Care Café Assistant
Reporting to	Seniors Activities Coordinator

Purpose:

Care Café is a volunteer run program for older adults living with memory loss and their carers who wish to meet in a relaxed and friendly environment. Volunteers engage clients with activities, help with providing refreshments and above all contribute to the clients having an enjoyable time together.

Role

Responsibilities

- Prepare for Care Café session by setting up tables with sketch materials and beverages
- Greet clients upon arrival, write attendance list and collect payment for class
- Assist art teacher if they need help
- Photocopy clients art work and put on display if client gives approval
- Clear and clean tables after session
- Refer interested visitors to Aged & Disability Services staff for more information about our programs and services

Qualifications

Volunteers should be -

- Able to communicate with clients with memory loss/dementia
- Able to follow safety and hygiene procedures at all times
- Able to move chairs and tables for class set up
- Able to gain a general knowledge of the services and activities provided by Mosman Council Aged and Disability Services staff

Benefits

Background Checks National Police check/ Working with Children Check/
Reference check

Commitment Minimum

Scheduling

- Every 3rd Tuesday of the month from 10:00am to 12:00pm

Volunteer Role Senior Centre at Mosman Council
Location

Work Health and Safety Responsibilities:

As a Volunteer of Mosman Council, you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers
- Participate in training
- Keep the workplace safe, clean and tidy
- Cooperate with Site Safety Rules
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Participate in emergency response rehearsals and reviews
- Report hazards
- Wear and maintain provided Personal Protective Equipment (PPE)

Acknowledgement:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer's Name (printed):.....

Volunteer's Signature:..... Date:.....

Volunteers Office/
Program Coordinator:..... Date:.....