

Volunteer Position Description

<u>Program</u>	Meal Mates
<u>Volunteer Title</u>	Community Links Volunteer
<u>Reporting to</u>	Care Programs Coordinator
Purpose:	Often older people need support to enter a new environment or engage in a new group. This is where Meal Mates comes in! With the support of volunteers, we encourage socialisation and development of new friendships through sharing a three-course lunch together at our Community Restaurant, located at the Seniors Centre.
Role Responsibilities	<ul style="list-style-type: none"> • Use personal vehicle to transport clients to Mosman Community Restaurant on Tuesdays and/or Fridays to and from their homes. • Engage socially at Community Restaurant, and encourage new relationships between clients amongst the table. • Assist clients to safely enter the vehicle, and provide help, if needed, into the restaurant.
Qualifications	<ul style="list-style-type: none"> • A Driver's license and willingness to drive • An understanding of the problems associated with frail age and disability. • Patience, kindness and commitment. • Good communication and listening skills.
Benefits	<ul style="list-style-type: none"> • Enjoy a hot meal, provided by Mosman Community Restaurant on the day. • Satisfaction of knowing that you are assisting the socially isolated to engage in the community, • Opportunities to meet new people and make new friends.
Background Checks	National Police check/Reference check
Commitment	Minimum 3-6 months.
	Comply with Mosman Council WHS Corporate Practice and report any near misses.
	Comply with risk management approach and hazard reporting procedure.
Scheduling	Tuesday and/or Friday lunches (12pm-2pm).

Volunteer Role
Location

Seniors Centre restaurant at Mosman Council. Main Hall.

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:.....