

Volunteer Position Description

Program	Saturday Social Club Program
Volunteer Title	Saturday Social Club Assistant Volunteer
Reporting to	Care Programs Officer

Purpose:

Saturday Social Club Assistant Volunteers accompany clients who are affected by memory loss on the weekend bus trips. In this full day program volunteers support clients to have a safe and enjoyable outing.

Role Responsibilities

- Assist the Saturday Respite Coordinator with program activities observing the intellectual, social, emotional and spiritual needs of each individual
- Assist in the provision of opportunities for all members to participate in recreational and social activities suited to their abilities and interests
- To facilitate members, too frail or confused to participate in group activities by providing one to one contact and sensory stimulation
- To observe and report to staff any unusual signs or changes in the members health status
- Assist as required on full day bus outings

Qualifications

- Patience, kindness and commitment
- Sensitivity and the ability to maintain confidentiality
- Mobile and fit
- Good communication and listening skills

Benefits

- Satisfaction of providing a needed service
- Opportunity to meet people
- Opportunity for skill development
- Gain a new insight into the care and support needed for individuals with memory loss

Background Checks

National Police check and Reference check

Commitment Minimum 3-6 months commitment

Scheduling Hours - 8.30am – 3.30pm

Volunteer Role Location Various locations

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:.....