

## Volunteer Position Description

Program	Social Support Program
Volunteer Title	Social Support / Community Links
Reporting to	Care Programs Officer & Coordinator

### Purpose:

The Mosman Council Community Care team connects volunteers with clients in the Community Links program. Volunteers can assist with taking clients to do their shopping, attend medical appointments, visit the post office, and support for basic computer skills or simply spend time having a chat with them at a café or in their home.

### Role Responsibilities

- Visit your resident on a regular weekly or fortnightly basis, or as negotiated
- Provide companionship to the client
- Provide opportunities for the client to enjoy life and maintain interests
- Share community activities with your resident
- Assist in everyday tasks such as letter writing, going for a walk, shopping etc.
- Alert the Coordinator to any irregularities or problems observed in the client's situation.
- Assist in-home tech assistance through the Be Connected Program

### Qualifications

- A genuine interest in contributing to the well-being of aged people and people with disabilities.
- An understanding of the problems associated with frail age and disability.
- Patience, kindness and commitment.
- Good communication and listening skills.
- The possession of tact and sensitivity and the ability to maintain confidentiality.
- Willingness to undergo training.

### Benefits

- The enjoyment and rewards of knowing that you are providing appropriate social and emotional support.
- Opportunities to meet new people and make new friends.
- The knowledge that you are contributing to the well-being of another person.

<b>Background Checks</b>	National Police check/ Working with Children Check/ Reference check
<b>Commitment</b>	Minimum 6 months
<b>Scheduling</b>	Days and times of visiting will be negotiated to suit the needs of the volunteer and the client, with the agreement of the Community Support Officer.
<b>Volunteer Role Location</b>	Seniors Centre at Mosman Council

**Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11).**

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, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE)
- Manual Handling.

**Medical conditions:**

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

**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:.....