

Position Description

POSITION TITLE:	Volunteer & Work Placement Students		
EMPLOYMENT STATUS:	Volunteer		
CLASSIFICATION / AWARD:	Nil		
SITE:	All Sites	DEPARTMENT:	Christie Centre
REPORTS TO:	Team Leader/Coordinator		

PURPOSE OF POSITION:

- To observe, learn and support the team to provide individual assistance and support to people with a disability.
- To assist Christie Centre Inc. in general with work that supports its operations.

RESPONSIBILITIES & DUTIES:

- Treat all participants with dignity and respect, support self-advocacy, implement principles of individual empowerment, and ensure participant involvement in decisions.
- Apply a non-judgemental approach.
- Implement activities and relevant strategies as planned by key workers.
- To work within the Christie Centre Inc. policies and procedures and follow instructions and work within a team environment.
- Always act in the best interest of the Christie Centre Inc. Respect and maintain appropriate levels of confidentiality about participants and applicable Christie Centre Inc. business.
- Act as an ambassador of the Christie Centre Inc. promoting the service in the community.
- To raise issues of concern with the appropriate person and advocate and facilitate participant issues or complaints.
- Be reliable and arrive on time. Inform the appropriate staff member(s) if you are unable to attend when scheduled.
- Commit to improving opportunities for people with a disability, and maintaining an interest and understanding of disabilities.
- To be familiar with, have an understanding of, and implement Christie Centre Inc. policies and procedures, and the NDIS Standards (NDIS Quality and Safeguards Commission).
- To be committed and held accountable for actions in accordance with the Volunteers/Work Placement Rights and Responsibilities Policy.
- Recognise personal and external limitations on commitment. Ask for support when it is needed.
- Provide feedback and communicate relevant and important information.

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AUTHORITY:

- Drive Christie Centre Inc. vehicles for which the appropriate licence is held, and only when authorised by the Team Leader/Coordinator.

HEALTH, SAFETY, WELLBEING & QUALITY

- Comply with Christie Centre Inc. Health, Safety and Wellbeing (HSW) and Quality Assurance Management Systems, including statutory obligations;
- Initiate actions to prevent the occurrence of non-conformities in processes or systems;
- Identify, initiate, recommend and assist in the issue resolution process;
- Verify and confirm the effective implementation of said solutions;
- Ensure prompt reporting of all incidents or near misses in accordance with procedures;
- Strive to constantly improve the processes and systems; and
- Promote a positive HSW culture in the workplace.

QUALIFICATIONS / SKILLS / WORK EXPERIENCE:

Essential	Desirable

PERSONAL QUALITIES & BEHAVIOURAL TRAITS:

Essential	Desirable
Excellent communication skills (written and verbal)	Good organisational skills
Friendly and approachable manner	Knowledge of emotional, physical and behavioural needs of people with a disability
Pleasant disposition	Patience
Ability to work autonomously as well as part of a team	

RELATIONSHIPS:

With	Purpose
Team Leader/Coordinator	Reports directly to the relevant site Team Leader/Coordinator. Takes direction regarding programs and the direct support of participants
Disability Support Worker	A Disability Support Worker will be appointed as mentor
Participant	You are accountable to the person who you are supporting

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AGREEMENT:

I have read the position description and agree to abide by it to the best of my ability.

Signed: _____ Date: _____

WITNESSED BY:

Name: _____ Position/Title: _____

Signed: _____ Date: _____