

Volunteer title	SSP Admin Volunteer
Reports to	Coordinator Social Support and Men's Shed Program
Date	
Position status	Volunteer (How many days/Hours per week)

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services. More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

Social Support Program – YOUR PROGRAM

The Social Support Program provides group services to people in our community who are socially isolated and/or have a disability. Some participants are picked up from their homes and brought into our centres to participate in centre based activities, going on outings or attending the Men's Shed. Throughout the day participants engage in meaningful activities that help build confidence, improve mental and physical health and provide a sense of belonging by being part of a group.

Volunteer Role Purpose

The Social Support Program needs a volunteer to assist in the day to day administration of the program. The admin assistant role include general admin duties like; typing, mail outs, laminating, scanning & attaching files in Trakcare, updating attendance book, other duties include; research possible outing venues and activity ideas, transferring photos from iPad and printing and assisting with special events.

Position responsibilities

- Work in accordance with Your Community Health Policies and Procedures.
- Assist with general admin duties
- Assist with printing and laminating
- Assist with file uploads
- Assist with research and special events
- Assist other admin duties as required
- Assist with Toy Cleaning at Panch and/or SSP kitchen support when required.

Position requirements (skills, knowledge and attributes)

- A commitment and willingness to undertake a volunteer role.
- Good organisational skills

- Good communication skills – written and oral
- Computer skills – Microsoft Word, Excel, Outlook, internet
- Experience in an admin environment - highly regarded.
- An open, caring and non-judgmental approach to others
- Ability to work within a team

Desirable Attributes

- A valid driver's license
- Understanding and an interest in aged and disability care
- An understanding of multicultural and diverse communities

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are safe and high quality
- Maintain staff and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure a safe workplace for clients, visitors and staff
- Work in accordance with Your Community Health Policies and Procedures.

General

- Volunteers may be required to who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Volunteer placement is contingent on a satisfactory Police Records Check, valid Working with Children Check, and NDIS Worker Screening check clearance.
- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.

Volunteer Agreement

I have read, understand and accept the role as outlined in this position description

Name:

Signature:

Date: