



Position Description

Position title: healthAbility Repair Café – Whitehorse - Volunteer Repairer

Our Vision Help people in our communities enjoy better and longer lives.

Our Role We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

Our Key Business Segments

- Helping people with a long term physical or mental health conditions to live better.
- Providing services and supports to people with disability.
- Helping older people stay at home longer.
- Providing integrated services and supports for children and youth.
- Delivering public and private dental services.
- Addressing the root causes of vulnerability.

Our People People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

Repair Café The healthAbility Repair Café – Whitehorse offers the Whitehorse community a local hub to fix and mend items that would otherwise be thrown out and connect with likeminded people. Repairing items not only reduces waste to landfill but also encourages resource recovery, and life cycle of items. This Repair Café service offers residents a place to repair broken items and give their items a new lease on life.

POSITION OVERVIEW:

Job Purpose - Repairer

Repair Cafes are free meeting places and they are all about repairing things together with the help of our 'Repairers'.

A Repairer is a specialist volunteer who will be qualified or skilled in an area such as the repair of furniture, toys, electrical goods, bicycles, appliances, clothes, etc.

Visitors from the community bring their broken goods to the Repair Café and together with the Repairer, the item is repaired. Some items will be left for repair to be collected at a later time and or date.

If members of the community don't have anything to repair they may still attend and enjoy a cup of tea or coffee and get inspired learning new 'Repairer' skills, reading books at the reading table or connecting with others from their community.

	<p>This role of the Repairer is vital to the success of the Repair Café. The Repairer has a willingness to share their knowledge and has invaluable practical skills to impart.</p> <p>Repairers demonstrate an appreciation for recycling old to new and in this way, promote a sustainable future.</p> <p>Repairers are members of the community and readily connect with others who visit the Repair Café.</p> <p>The healthAbility Repair Cafe is a workplace like all other workplaces, and as such Compliances and Codes of Conduct exist and must be adhered to at all times.</p> <p>Location: Strathdon House, Forrest Hill</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Willingness to connect, assist and share knowledge with all members of the community, of all abilities and backgrounds including people with limited skills or abilities, people with a disability or people just wanting to socialize. • Repairer skills relevant to each Repairers areas of expertise. • Taking on repair projects, relevant to their skills and area of expertise and where it is safe to do so in line with the requirements of the role. • Support the Repair Café values and ideals in practice. • Follow and adhere to the values of healthAbility. • Follow and promote safe work practices, procedures and instructions as per healthAbility Occupational Health and Safety. • Report to the Repair Cafe Manager all hazards or incidents that cause or may cause harm. • Follow all fire and emergency evacuation procedures as required by Strathdon House, healthAbility and Repair Café Location. • Other duties as required and discussed prior with Manager.
Qualifications	<ul style="list-style-type: none"> • Relevant trade or specialist experience in Repairers designated skill set. • For Electrical Repairs the Repairer must be a qualified / licenced electrician. • Relevant community work and/or employment experience.
Key Selection Criteria	
Mandatory	<ul style="list-style-type: none"> • Skills and experience in the Repairers individual in the designated skill set. • Good communication, interpersonal and teamwork skills, ability to establish relationships with community members visiting the program. • Capacity to follow guidelines, be flexible, provide feedback and ideas to Manager, participate in problem solving, planning, implementation and evaluation of the activities you undertake.
Desirable	<ul style="list-style-type: none"> • Experience working in community/public health or community-based setting.
Commitment of hours and training	<ul style="list-style-type: none"> • One Saturday each month. Depending on venue (air conditioning) the Repair Café may not operate during the height of summer on very hot days (over 34 degrees). • The Repair Café will be open for “business” for 4 hours. In addition to this there will be set up and decant times of approximately 1-2 hours.

	<ul style="list-style-type: none"> healthAbility volunteer induction with Volunteer Manager. Role specific orientation with Manager Repair Cafe 		
Service/Program	Repair Cafe		
Reports	Job reports to	Direct reports	
	Repair Cafe Manager	Nil	
Award/EBA	N/A		
Classification	N/A		
Repair Cafe requirements	<p>Repair Cafe volunteers must not bully or show any form of discrimination to any others and healthAbility staff.</p> <p>Repair Cafe volunteers are to support and encourage all participants' involvement while respecting their choices and preferences.</p> <p>Repair Cafe volunteers are permitted on occasion and with permission of Repair Cafe Manager to complete their own small projects/work. Where possible, these types of projects should include the other Repair Cafe participants to maintain the spirit of the program.</p> <p>Repair Cafe tools and equipment will be provided by each Repairer. Damaged or broken goods may be repaired or replaced at the individual's expense. We encourage other skilled Repairers to assist in the repair if they are able.</p> <p>Whilst at the Repair Cafe, volunteers are not permitted to complete any type of work or project that is for sale or for their own personal profit.</p> <p>Repair Cafe volunteers must disclose any changes to their driving licence status and in their ability to perform the role of volunteer and machine operator.</p> <p>Repair Cafe volunteers must represent the healthAbility positively and respectfully at all times and must not represent themselves as a Repair Cafe spokesperson without prior Management consent.</p>		

Requirements:

- A Police Record Check is required for all roles, processed through Crim Check portal (information will be provided).
- All volunteers must provide 4 forms of identification upon commencement, as part of the Crim Check process.
- NDIS Worker and Working with Children checks will also be required.
- All volunteers must abide by the organisations Policies & Procedures.
- All volunteers will be given the opportunity to work across any of the organisation's sites.
- All volunteers are required to take reasonable care for their own health and safety and that of others who may be affected by their conduct.

MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Statutory Declaration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Other: _____

VOLUNTEER DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed volunteering position?

Pre-existing injury/condition? Yes ☐ No ☐

If yes, please provide details:

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of volunteering with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

Signed (employee): _____ **Date:** _____