

# Position Description

<b>Position Title:</b>	Volunteer Social Connector	<b>Approval Date:</b>	March 2023
<b>Authorised By:</b>	Program Manager Adult Allied Health	<b>Review Date:</b>	

**Our Vision** 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 condition 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.

## POSITION OVERVIEW:

<b>Job Purpose</b>	<p>The healthAbility Social Connector program supports socially isolated and/or lonely community members through companionship and encouragement to participate in community programs and activities. The Community Connector Program services the shire of Whitehorse and Nillumbik.</p> <p>The purpose of the Social Connectors role is to :</p> <ul style="list-style-type: none"> <li>- Provide one-to-one, short-term companionship and</li> </ul>
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	<p>encouragement, offering practical and emotional support and friendship</p> <ul style="list-style-type: none"> <li>- Support clients to access social opportunities and engage in their interests and hobbies</li> <li>- Work with participants to identify and engage in suitable activities and/or programs</li> <li>- Increase clients' accessibility to participate in their chosen activity (eg. Helping them find the right bus route or making the journey together)</li> <li>- Help increase the community's awareness of the Social Connectors program</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>● Provide face-to-face companionship, encouragement and emotional support with your matched participant/s</li> <li>● Attend the initial Social Connector Volunteer training.</li> <li>● Complete online training modules as required.</li> <li>● Participate in regular 1:1 catch ups and debriefs with the Volunteer Coordinator.</li> <li>● Support clients to access local social community programs activities and opportunities.</li> <li>● Keep records of work undertaken with clients as prescribed by healthAbility and in line with the privacy guidelines.</li> <li>● Maintain records of program participation as prescribed by healthAbility.</li> <li>● Participate in the independent evaluation of the program</li> <li>● Any other duties relevant to the Volunteer Social Connector role, as requested from time to time.</li> </ul>
<b>Qualifications</b>	No formal skills required – just a genuine interest in working with people in a healthcare setting
<b>Key Selection Criteria (<i>Skills, Experience and Qualifications required</i>)</b>	
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>● Current Victorian driver's license</li> <li>● Strong communication and interpersonal skills</li> <li>● Enjoyment of working with people in our community</li> <li>● Willingness to complete the required training and ongoing supervision</li> <li>● Basic computer skills to maintain records of program participation</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>● Demonstrated proficient computer skills in MS Office</li> </ul>

	applications (Word and Excel) <ul style="list-style-type: none"> <li>• Experience working in community/public health or community-based setting</li> </ul>	
<b>Service/Program</b>	Adult Allied Health Team	
<b>Reports</b>	<b>Job reports to</b>	<b>Direct reports</b>
	Volunteer Coordinator	Nil
<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• A Police Record Check</li> <li>• NDIS Workers Screening Check</li> <li>• A Working with Children Check</li> <li>• All volunteers must provide 4 forms of identification upon commencement.</li> <li>• All volunteers must be permanent residents of Australia or hold a current, valid visa.</li> <li>• A current Victorian Driver's Licence (where driving is a component of the role)</li> <li>• A probationary period of 6 months applies unless otherwise stipulated.</li> <li>• All volunteers must abide by the organisations Policies &amp; Procedures.</li> <li>• All volunteers are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.</li> <li>• Complete any training required of the volunteer role.</li> </ul>	

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

Other

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## EMPLOYEE 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 employment?

**Pre-existing injury/condition?** ☐ Yes ☐ No

If yes, please provide details:

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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 employment 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:**

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