

Nexus Primary Health Position Description

Position Title:	Volunteer
Employment Status:	Volunteer
Hours of Work:	As negotiated and agreed
Version Number:	5.0 Date Written: April 2016
Version updates:	Feb 2014, Oct 2014, Nov 2015
Approved by:	Signature:
	Name: Suzanne Miller
	Position: Chief Executive Officer
	Date: April 2016
Nexus Primary Health	
<p>Nexus Primary Health conducts business from its centres in Broadford, Seymour, Wallan, Euroa and Kinglake. Some services are also provided in other locations – in particular the Murrindindi Shire on an out-posted or outreach arrangement.</p> <p>Nexus Primary Health (Nexus) is committed to excellence in the delivery of holistic, accessible, community based health services. We recognise that the landscape of health is changing, and to ensure that our communities have access to services, new ways of funding services need to be developed. Our staff's commitment is essential to this new approach.</p> <p>We value community participation and working in partnership with other agencies to identify community needs. We strive to develop innovative programs and services and actively encourage community members to be responsible for their own well-being.</p> <p>Nexus supports diversity within the community and in our employees. Diversity incorporates; age, disability, ethnicity, culture, religion, sexuality and sexual orientation, gender, and socio-economic status.</p>	
TEAM	
Relevant Team and Manager dependent on volunteer role in Nexus Primary Health.	
POSITION OBJECTIVES	
<p>Volunteering is an essential activity providing supplementary support to programs and services undertaken for the benefit of the community and the volunteer, with the volunteer's free will, for no financial payment and in designated volunteer positions only.</p> <p>The function of the Delivered Meals Volunteer is to support people to remain living as independently as possible at home by delivering meals to service users within their local area. Each volunteer is supplied with a three-month roster in advance.</p> <p>The Planned Activity Group (PAG) is designed to contribute to the maintenance and enhancement of the social, emotional, psychological, intellectual and physical wellbeing and independence of all people requiring assistance and their carers, in order to encourage their continuing participation in the life of</p>	

their community. PAG's also aim to assist participants in gaining employment, build confidence, increase daily living skills and gain independence. Volunteers assist with the day to day operation of the services as directed by the Group Leader.

Volunteers are required from time to time to assist with some administration duties within one of our offices at Broadford, Seymour, Kinglake or Wallan. These roles will be dependent on the duties available.

KEY RESPONSIBILITIES AND DUTIES

Duties may include but are not limited to the following:

Delivered Meals Volunteers duties:

- Meals are to be collected from the appropriate venue by approximately 11.30 a.m.
- Each delivered meal round is completed ideally by two volunteers.
- The meals are delivered as per the run sheet.
- If a client is not home or unwell the Volunteer is to advise the Administration Officer - Meals on Wheels immediately.
- After the meals have been delivered the volunteer will return the Eskies, run sheets, and safety jacket back to the venue.

Planned Activity Group Volunteer duties:

- Prepare morning and afternoon tea.
- Assist with the serving of lunch to the clients.
- Set up and clean up morning and afternoon tea, and lunch after the Group.
- Assist with the activities during the day.
- Assist with monitoring of clients' wellbeing.

Wanderers Group duties:

- Transport participants to and from home/designated places to group activities including monthly Community Kitchen events
- Assist staff with activities including food preparation and food service
- Cleaning duties as required.

Office Administration Volunteers duties may consist of:

- Filing.
- Registration of clients
- Data input
- Other general office tasks.

Exercise Physiology group Volunteers duties:

- Provide client transport to and from exercise groups, using Nexus vehicle (optional)
- Assist in set up and pack up of exercise equipment
- Assist clients complete their exercise program (under supervision of practitioner)
- Assist practitioner in providing a fun and safe environment and experience for participants.

Volunteers also assist with monitoring client's wellbeing and report any variances or concerns to the relevant team leader or manager.

ORGANISATIONAL VALUES

Nexus staff and volunteers work with each other according to the Values listed below and the behaviours these values require when carrying out business:

These values are:

- **Innovation**
We will lead by example using evidence and embracing new ideas
- **Integrity**
We will act ethically and professionally.
- **Diversity**
We will seek variety and difference.
- **Empowerment**
We will enable people to live well
- **Accountability**
We will be responsible for our behaviours, actions and outcomes
- **Respect**
We will value the rights of others

OCCUPATIONAL HEALTH AND SAFETY

All staff and volunteers are required to:

- comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures.
- take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- seek guidance about new or modified work procedures.
- ensure that any hazardous conditions are eliminated or minimised and that near-misses and injuries are reported immediately to the supervisor.
- strictly comply with the Nexus Healthy Work Environment policy including smoke-free office premises and grounds, company motor vehicles and client premises.

RISK MANAGEMENT

All activities in an organisation involve risk. Risks may hinder the organisation from achieving and maximising its goals and need to be managed in a systematic, transparent and efficient way. Risks can impact on our financial viability, reputation, people, service outputs, management, compliance and our legal standing.

It is the responsibility of all management, staff and volunteers to anticipate, understand and decide whether to modify the activities relevant to their area and level of responsibility in order to change the risk level.

Where they believe the risk of doing (or not doing) something is impacting negatively on maximizing our goals, staff and volunteers are to communicate with the next level of management for discussion and consideration using Incident reporting mechanisms through *Advent Manager*.

ENVIRONMENTAL SUSTAINABILITY
<p>Environmental sustainability is an over-riding philosophy that Nexus embraces.</p> <p>We seek to incorporate sustainability objectives and targets into all of our projects, programs and services to promote and participate in a culture of sustainability.</p>
SPECIAL REQUIREMENTS
<ul style="list-style-type: none"> • All volunteers will be required to undergo a Police Records Check and three-yearly renewals. • Volunteers are required to advise Nexus of any changes that may affect the current Police Records check status, and advise Management immediately. • A current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately. • A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. • A current Working with Children Check is required for some volunteer positions. • Strict confidentiality and privacy rules apply to all information held or received by Nexus. • Display appropriate safe behaviour at all times including when working with children – we aim to create a child safe and child friendly environment where children feel safe and have fun. • Nexus is a proud corporate member of the local communities in which we serve. Staff may be called upon to participate in a variety of activities to support our local communities. These are valued opportunities that build individual, team and corporate development and connection.

I have read this position description and agree with its contents.

Signed:.....

Date:.....

Name in Print:.....