



Role: Volunteer Friends Program

Aim: The Volunteer Friends Program is a respite activities and holiday program which gives individuals who have a disability and live independently or permanently with a carer, the opportunity to enjoy social gatherings and outings, with the support and participation of volunteers.

What does the volunteer do? Volunteers befriend and help support participants achieve their goals in respect to their chosen activities or holidays provided by the Volunteer Friends Program. Volunteers are not required to provide personal care.

Reporting:

Volunteers are requested to report to the VFP Coordinator on all matters relating to clients, accessibility and volunteer availability.

Personal qualities and experience:

- Acceptance of all people
- Good communication skills
- Ability to work with individuals and groups as required
- A willingness to help others
- Have a sense of fun, adventure and enjoyment of travel
- Have an interest or experience in working with people with a disability

Tasks performed:

- Facilitate participation choice.
- Promote independence and participation
- Promote client integration in a community setting
- Observe confidentially to the clients and the service at all times
- Work in varied geographic locations
- Assist in the delivery of activities during and after hours and overnight camps
- Provide friendship and when required, support to the VFP clients
- Maintain a positive, welcoming attitude to clients, carers and co-workers, whilst respecting dignity, culture and choice.

Occasional Tasks:

- Drive a vehicle
- Assist clients with mobility aids
- Use a wheelchair hydraulic lift.
- Tow a trailer
- Stay away overnight

Hours/days required:

The VFP program operates outside normal business hours, including weekends.

Location:

Varied. We currently operate the VFP program in Wangaratta and Wodonga. Regular activities are held within those areas. Overnight stays and week-long camps occur throughout Australia and occasionally internationally.

Work, Health & Safety

- Wear closed shoes at all times
- Assist clients with mobility aids, in and out of vehicles
- Wear safety clothing as and when required

Volunteer Rights and Responsibilities:

- Volunteers have the right to refuse any assignments for whatever reason
- Please discuss issues as they arise with the VFP Coordinator
- Inform the Coordinator if you are unable to complete an assignment or if you become unavailable
- Participate in training as and when required
- Adhere to Community Accessibility's policies and procedures
- Provide the service in a pleasant manner
- Disclose all pre-existing injuries or medical conditions which may affect your ability to fulfil the duties of this position
- Undergo a Police Check and obtain a Working With Children Check (costs will be reimbursed)