

Thank you for your enquiry about becoming a volunteer with Inner West Neighbour Aid.

Please find enclosed information about our organisation and the different projects we have for you. Please take your time to read through the attached information and decide which ones you are most interested in.

The government requires that volunteers undergo a Federal Police Check before they are able to commence volunteering. In addition to filling out the police check forms, 100 points of identification must be verified and copied by our office (please see attached forms for a list of valid identification and the point allocation).

If you would like to proceed, please complete and sign the enclosed forms and contact our office for an interview date and time if one has not already been arranged. The following forms are included in this pack:

Application Form

Job Description

100 Point ID List Online Police Check

Online National Police Check Form

Consent to Police Check and Declaration of Criminal Convictions

Confidentiality Policy

Code of Conduct for Volunteer Agreement Form

We will contact you again once the referee and police checks are completed. In the meantime, if you would like any further information, please ring us on 9799 5099 during office hours Monday - Friday.

Inner West Neighbour Aid Team

Social Support and Garden Aid Volunteer Job Descriptions

As a representative of IWNA Inc., the position represents the Home and Community Care program providing services to the local community. All employees of IWNA Inc. must adhere to the National Home and Community Care (HACC) Standards and the policies and procedures of the organisation.

Purpose of Position:

Gardening: The volunteer will work as part of a team to convert garden areas to safe low maintenance areas.

Social Support: The volunteer will provide social support to lonely/isolated residents of the Inner West.

Responsible to:

Direct accountability to the Volunteer Coordinator

OH&S:

All employees have an obligation to conduct themselves in a safe manner, not contribute to health and safety problems and to participate in safety programs (which also involves educating themselves in the safety processes of their workplace).

Social Support Duties:

- ◆ To provide social support to the designated client/s as directed by the Coordinator
- ◆ To complete other duties as reasonably requested by the Coordinator
- ◆ To be as consistent with availability as possible
- ◆ To perform responsibly and reliably other tasks as arranged
- ◆ To report any hazards, potential hazards, accidents, incidents or 'near misses' to the Co-ordinator
- ◆ To undertake relevant training as determined by the Coordinator
- ◆ To maintain a high standard of service to clients in accordance with all other relevant OH&S policies and Emergency Procedures as described in the Information kit.
- ◆ To take reasonable care of the health and safety of others in the workplace
- ◆ To cooperate with IWNA's efforts to comply with OH&S requirements such as following procedures and participating in hazard identification and reporting (insofar as these requirements are legal)
- ◆ Use equipment properly in order to provide for the health and safety of people in the workplace
- ◆ Not obstruct attempts to reduce risks, or to provide aid to injured workers, or disrupt a workplace by creating health or safety fear
- ◆ Not to refuse a reasonable request for assistance to prevent a risk to safety or health

Please Turn Over



Garden Aid Duties:

- To work in a safe manner and not contribute to health and safety problems
- To maintain a high standard with the gardening duties undertaken for Garden Aid clients in accordance with:
 - Personal Protective Equipment Policy,
 - Garden Safety Procedures,
 - Procedures for Manual Handling and Back Care,
 - and all other relevant OH&S policies.
- The main activities will be General garden maintenance:
 - Pruning
 - Weeding
 - Laying down newspaper
 - Mulching
 - Loading and unloading materials used on site
 - Collecting and removing green waste from site
 - Assisting staff at the Recycling Centre
 - Watering (if no restrictions)
- Ensure tools are kept together on the job as much as possible. See that they are in good working order and safe to use (an inventory is kept of all Garden Aid tools).
- Report any hazards in the garden to the Team Leader and refer any gardening jobs to the Team Leader for allocation.
- Undertake relevant training as determined by the Coordinator.
- To complete other duties as reasonably requested by the Coordinator

Skills and experience require:

Essential

- Commitment to working with the frail aged and people with a disability
- Ability to physically handle and use non electrical gardening tools
- Able to work unassisted with minimal supervision
- Ability to work as part of a team
- Good communication skills
- Able to work outdoors

Desirable

- Basic gardening knowledge and enthusiasm
- Experience in working with elderly/disabled persons
- Sensitivity to issues relating to people who speak a language other than English

NEIGHBOUR AID VOLUNTEER APPLICATION FORM

Name: _____ D.O.B. ____/____/____
 Preferred Name (if other): _____
 Address: _____ Male [] Female []
 Suburb: _____ Post Code _____
 Telephone No.: (H) _____ (W) _____ (M) _____
 Email Address: _____
 Person to contact in case of an emergency: _____
 Occupation (current or previous): _____
 Interests, skills, hobbies: _____
 Languages Spoken: _____
 Country of Birth: _____
 Do you consider yourself Aboriginal or Torres Straight Islander? Yes [] No []

We have a range of different volunteering positions available.

Please tick which one you are interested in:

Home Visiting: visiting frail aged people and/or people with a disability in their home.

Client Criteria (who you would like to visit?):

Smoker [] Non Smoker []
 Male [] Female []
 House pets okay? Yes [] No []

Community Visitors Program: visiting aged people in hostels and nursing homes.

Garden Aid: helping frail aged people and people with a disability maintaining their garden (working with a staff member).

Mini Outings: assisting aged people and people with a disability going out for coffee or lunch (working with a staff member).

Ring A Friend: calling up clients to have a chat and showing them that someone is caring about them.

Senior Pets for Senior People: Walking and/or grooming pets for frail aged and disabled clients

Do you have any previous experience/training as a volunteer? Yes [] No []

Please give details _____

Why do you want to volunteer? _____

Where did you hear about us? _____

Circle days available: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How much time can you give? Weekly _____ (hrs.) Fortnightly _____ (hrs.)

Any additional information/medical condition which might affect you when carrying out this sort of volunteering work? _____

Do you have your own transport? Yes [] No []

Are you willing to use your vehicle to and from your volunteering duties? Yes [] No []

Would you be willing to give a client or another volunteer a lift? Yes [] No []

* If yes – please bring your green slip, comprehensive car insurance and registration papers to your volunteer interview.

Referees

Please provide the name, and phone number of two referees (non-family members only)

1
 Name: _____

Address: _____

Phone (H) _____
 (W) _____
 (M) _____

Email: _____

2
 Name: _____

Address: _____

Phone (H) _____
 (W) _____
 (M) _____

Email: _____

I acknowledge with my signature that IWNA Inc. has the right to:

- contact these 2 referees
- keep this personal information on database

Signed: _____

Date: _____