

VOLUNTEER ROLE DESCRIPTION - LIFESTYLE COORDINATOR ASSISTANT - PAT KAUFMANN CENTRE (PKC)

ORGANISATIONAL ENVIRONMENT:

Established in 1898, Minda is the largest non-government disability organisation in South Australia, supporting people with disability to thrive in their local environments as valued members of their communities.

Minda is stimulating growth and development opportunities for supported employees, creating pathways for young people through various day programs, providing a range of accommodation options and delivering training programs via our allied health team.

Today, Minda supports people to have choice in where they want to live, how they want to spend their time, where they want to work and how they want to live their lives. This is what we call person-centred thinking, and it aligns with Minda's vision, for people with disability to live enriched lives of their choosing.

SERVICE DELIVERY OBJECTIVE:

Working within Minda's Nursing Home, the Pat Kaufmann Centre (PKC) at Minda Brighton, the PKC Volunteer will assist with delivering lifestyle services for people living at the centre, predominantly elderly people with intellectual disability.

JOB ROLE AND OBJECTIVE:

The volunteer will bring to this role a passion and enthusiasm for making a difference to the lives of people with disability, which will include assisting the Support Leader / Lifestyle Coordinator with the implementation of lifestyle services and activities at PKC.

ROLE RESPONSIBILITIES:

The role responsibilities include, but are not limited to:

- Supporting the Lifestyle Coordinator with implementing lifestyle services and activities that encourage mental stimulation, recreational and social interaction, sensory stimulation, physical exercise and spiritual and cultural experiences for participants.

Limitations associated with the role:

- No administration of medication, food or providing personal care to participants under any circumstance.

LOCATION OF ROLE:

- Pat Kaufmann Centre, Minda Brighton.

STANDARD JOB REQUIREMENTS:

All volunteers must:

- Conduct their duties in accordance with Minda's Vision and Mission Statements
- Contribute to the Goals of the organisation as identified by Minda's Strategic Plan 2016-2020
- Comply with Minda's Code of Conduct, Confidentiality Agreement, Bullying and Harassment and other generally applicable policies and procedures
- Complete the required compliance training requirements within the required timeframe as directed from time to time

- Adhere to the legislative requirements of the role, including but not limited to the OHS&W Act, Equal Opportunity Act and Anti Discrimination Act
- Be physically capable and mentally capable and present themselves in a fit state to conduct their duties
- Undergo satisfactory DCSI Aged Care and Child related clearances on a regular basis as required
- Undergo satisfactory National Police Clearance as required
- Be willing to attend approved training and development programs.

OCCUPATIONAL HEALTH, SAFETY AND WELFARE:

All volunteers must take reasonable care to:

- Take all necessary actions to protect their own health and safety and the safety of others while at work
- Use equipment provided for health and safety purposes
- Assist in the evaluation of hazards and immediately report any accidents or near miss incidents
- Obey any reasonable instruction that may be given in relation to health and safety.

REPORTING RELATIONSHIPS:

- This position reports to: Lifestyle Coordinator – 8422 6323
- Positions reporting to the position: Nil

DECISION MAKING:

- Nil. Report to Lifestyle Coordinator

SPECIAL CONDITIONS:

- Nil

KNOWLEDGE, SKILLS AND EXPERIENCE:**Knowledge and Experience:**

- Previous experience working with people with disability or in aged care is desired.

Skills:

- Ability to communicate with participants and staff
- Effective prioritisation, organisation and time management skills.

Attitude:

- Highly motivated with a positive outlook
- Friendly manner
- Open to working within a team environment, and receiving feedback from others.

QUALIFICATIONS AND CLEARANCES:**Mandatory:**

- Current Department of Human Services Child-related clearance
- Current National Police Clearance



Acknowledgement by Volunteer

- I have read Minda’s Rights and Responsibilities document and understand my responsibilities as a volunteer with Minda Inc
- While working as a volunteer, I agree to abide by Minda’s policies and I understand that I will not be paid for my services
- I accept the volunteer role that has been offered to me and agree to undertake this role in accordance with Minda’s Code of Conduct
- I understand that this position has an initial trial period, dependant on time contribution
- This role description represents the role as it is today, however, Minda Incorporated reserves the right to make changes to the position as required.

Trial period **to**

Volunteer Name: _____

Volunteer Signature: _____ **Date:** _____

Volunteer Manager Name: _____

Volunteer Manager Signature: _____ **Date:** _____