

Role: Planned Activity Group Volunteer

Reports to: Team Leader, Planned Activity Groups

Department/Unit overview: Aged and Disability Department provides a coordinated entry point for residents seeking disability and aged services, and has an integrative approach to information provision, assessment, care management and referral. The department is the provider of HACC services within the City of Wyndham.

Wyndham City offers a range of Planned Activity Groups that are located throughout the municipality, including Central Park and Penrose Promenade Community Centres (Ageing Well Facility). Planned Activity Groups aim to meet the recreational and social needs of older adults, frail aged and people with a disability.

Purpose: Planned Activity Group volunteers assist clients to maintain or re-establish their social contacts by providing support and companionship. Clients are encouraged to participate in program activities and the volunteer role supports and assists staff to achieve this, in line with the Active Service Model principles.

Key Responsibilities and Duties:

- Assist staff to encourage participants to meet their agreed goals whilst at PAG
- Promote inclusiveness by encouraging participation in activities and events
- Participate in group discussion
- Assist with meal preparation where required
- Assist with program activities
- Provide administrative support to staff eg filing, archiving, cutting and pasting
- Be reliable and punctual – informing Program/Team Leader of any changes to availability
- Inform the Program Leader of information relevant to the program and of any changes or concerns about the venue or clients accessing the service
- Provide transport either as a driver or bus jockey (supported by staff)

Desired Attributes:

- Knowledge of the ageing process including an understanding of age related health issues in particular, dementia (or willingness to learn)
- Knowledge and experience in a range of diversional therapy activities including mental and physical stimulation
- A respect for cultural values and beliefs
- Ability to manage personal workload
- Ability to encourage participation and involvement of clients in programmed activities
- Ability to liaise effectively with participants, carers, other volunteers and staff to make just and reasonable responses to participants needs unbiased by personal beliefs and values.
- An interest in and an ability to communicate effectively with older adults and a person with a disability
- Ability to work cooperatively in a team environment
- Current drivers licence (desirable)
- Empathy for older adults and/or people with disabilities

Length of Appointment: Volunteers are subject to a probationary period of 3 months. The role is ongoing and will be reviewed annually.

Police Check: A police check application will be lodged once a volunteer has been accepted into a program and will be completed every 3 years. There is no cost to the volunteer.

Working with Children Check: If you volunteer with children, you will need a current Working With Children Check (WWCC) before you commence your volunteer role.

Support: Training will be provided for this role. In addition, the Team Leader will be available for questions and assistance.

Dress Code: Neat casual (including closed, flat shoes).

Signed:

Date:/..../.....