

POSITION DESCRIPTION

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| Position Title / Classification: | Volunteer |
| Section: | Client Services |
| Award: | Not applicable |
| Status: | Regular commitment or for fixed term specific events |
| Location: | (insert) |
| Date Prepared: | 3 May 2017 |
| Position Reports To: | (insert) |

Our Vision

At ALARA, our vision is that ALARA will provide a high quality flexible and responsive support service that enables people with a disability to be valued members of our community. For example, in the Ipswich and West Moreton region, we provide services such as:

- In-home (domestic and personal care) support
- In-home and centre based respite care
- Community access and inclusion
- Post-school services
- Accommodation support
- Information and Advocacy
- Social and recreational activities

The Organisation

ALARA QLD Limited is a non-denominational disability service provider, originally established as Respite Care Services (Ipswich) Inc in 1991. In 2000, the organisation underwent a name change to ALARA Association Inc. to better reflect its services and in 2013 became ALARA QLD Limited, a company limited by guarantee.

ALARA means:

Access

Lifestyle Support

Accommodation Support

Respite and

Activities

It is a not-for-profit provider of community and support services that are individualised and responsive to the needs of people with a disability, their carers and families. Services are provided in the Ipswich, Somerset and Lockyer Council areas.

ALARA provides direct personal care, community access and a range of programs and activities to suit over 600 individual clients.

ALARA QLD Limited's annual budget is in excess of \$8m dollars. Funding is received from the Queensland Government Department of Communities, Child Safety and Disability Services, through the National Disability Insurance Scheme (NDIS) and the Federal Department of Health.

ALARA'S Values

ALARA services are provided in a way that is consistent with the following values:

Value 1: Client Focused

We will be **Client Focused** and aim to meet individual needs.

Value 2: Responsive

We will be **Responsive** and flexible within our resource limitations.

Value 3: Partners

We will be **Partners** with our clients, carers, families, staff, volunteers, members, the community and funding bodies.

Value 4: Respect

We will operate with **Respect**, dignity, confidentiality, accountability, equity and honesty with transparent and open communication.

Value 5: Excellence

We will strive for **Excellence** through learning, innovation, creativity and change.

ALARA'S Services

ALARA provide a range of services for people with a disability and their carers, including:

In-home Support

ALARA provides a range of services for clients to assist them to be as independent as possible in their own home. This can include personal care support and assistance with cooking and cleaning.

In-home Respite

ALARA provides in-home support to clients to enable their primary carers (parents, family members) to have a break from their caring role.

Community Access

Clients are provided opportunities to develop skills and to participate in the life of the community.

Information and Advocacy

Clients are involved in the planning of their own support and given information regarding other services in the community which they can access to meet their needs. Where appropriate, they are encouraged to access services which can speak and act on their behalf to ensure their needs are addressed.

Social and Recreational Activities

ALARA's Activities Program includes sporting, mixed social activities, school holiday programs and holiday retreats.

Older Carers Initiative

ALARA manages funding for Disability Services' Older Carers Initiative and works in collaboration with other disability agencies in the West Moreton Region, to provide a range of customised respite services to primary carers who are over 65 years of age to assist them to maintain their caring role.

Individual Funding Packages

ALARA assists people with a disability and their carers in receipt of Individual Funding Packages from Disability Services Queensland, Home Care Packages or packages of Support through the National Disability Insurance Scheme. These packages are customised to meet the individual's needs.

Centre-Based Services

ALARA has centre-based services located in Ipswich, Esk and Laidley. The centres offer a range of life skills development and leisure programs.

Community Awareness

ALARA strives to educate the community and make them more aware of, and more responsive to, the needs of people with disabilities.

Information

ALARA operates an Intake service to provide information regarding services and assistance for our clients, their families and carers.

Position Specification

1.1 Position purpose:

There are a number of volunteer roles available at ALARA QLD Limited dependant on the skills, interests and availability of the volunteer.

Roles include:

- Assisting staff in the provision of social and recreational activities for people with a disability designed to increase opportunities for leisure, socialisation, community participation and inclusion.
- Assisting people with disabilities to acquire new skills or interests. These role suit volunteers with specific interests or skills. ALARA will seek volunteers with specific interests to meet the needs or goals expressed by an individual or a group.
- Supporting specific activities such as ALARA events or fundraising initiatives.

1.2 Key Responsibilities:

For roles involving participation in service activities under the direction and supervision of the relevant Coordinator:

- To ensure that people with a disability involved in the ALARA QLD Limited Activities program are adequately and appropriately supported to participate fully in the activity and to engage with other participants and the broader community.
- To assist people with a disability to acquire new skills or experiences.
- To assist staff in ensuring that the services provided to clients run smoothly and effectively on a day to day basis.

For roles related to specific functions or events under the direction of the Event Coordinator:

- To assist by performing agreed duties related to the event.

For all Volunteers:

- To provide timely feedback to the Coordinator and follow organisational procedure regarding any incidents, issues or concerns (client, staff, workplace health and safety).

1.3 Supplementary Responsibilities:

- To ensure that the service or activity is delivered in accordance with organisational policies and guidelines and current legislative requirements.
- To proactively participate in training provided by the organisation and actively identify personal training and development needs.
- To contribute effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- To contribute effectively to the promotion of equal opportunity and a discrimination free environment.
- To contribute effectively to continuous improvement and the achievement of and the organisation's strategic goals.

Key Selection Criteria

2.1 Qualifications

- Qualifications and/or experience suited to the specific volunteering role.

2.2 Key Selection Criteria

- Genuine interest in supporting people with a disability to achieve their goals and actively participate in a range of activities.
- Ability to work effectively as a member of a team.
- Ability to work under supervision and take direction.
- Good listening and conversation skills.
- Reliability and punctuality.
- Skills or experience in a particular interest area may be sought for specific program initiatives.
- Ability to ensure the privacy and confidentiality other than where there is potential risk of harm to the service user or other individuals.
- Ability to work within organisational policies, procedures and guidelines.

2.3 Other Requirements

- Volunteers will be required to have a Disability Services Positive Notice Card (Yellow Card) or Exemption and if volunteering with Children, a Positive Notice Card for Child Related Employment prior to commencement other than where the engagement is for a single event and is performed under supervision.
- Compliant National Police Check before commencement and every three years for positions that may involve work with aged care clients to access to those clients
- A current First Aid Certificate is desirable but not essential.