

VOLUNTEER POSITION STATEMENT

VOLUNTEER COMMUNITY CHAMPION (SOCIAL PRESCRIBING)

Our Vision:

The Town of Walkerville is a safe and welcoming environment where our diverse community is engaged, our people are healthy, our spaces are green and our businesses are thriving. We are a vibrant Township that draws people to live, work, visit and play – a place the community is proud to call home.

About the Town:

The Town of Walkerville is a small, dynamic and innovative Council, which serves a community of more than 8,000 residents in the Eastern metropolitan region. The residents of the Town of Walkerville are represented by a mayor and eight councillors.

The Town of Walkerville values its staff and is committed to the principles of the mandatory Code of Conduct for Employees. As a Council volunteer, you play a key role in demonstrating these standards in your daily interactions with the community and staff.

We will be known for our;

- Integrity and responsibility;
- Accessibility and responsiveness;
- Commitment to learning;
- Open and inclusive approach to decision making;
- Sustainable management of our natural and built environments.

Our Commitment to a Violence-Free and Gender-Inclusive Workplace:

We are dedicated to fostering a workplace where women are safe from any form of violence, and where gender equality is highly regarded and actively pursued. These values are upheld and promoted within our broader community.

The position is:

Position Title	Volunteer Community Champion (Social Prescribing)		
Department & Section	Community Development		
Team	Social Prescribing Team		
Reporting to	Social Prescribing Project Officer		
	Prescribed Position:	YES ☐	NO ☒

Project Scope and Cross-Collaboration:

The City of PAE, City of Prospect, and Town of Walkerville acknowledge their cross-council collaboration in the Social Prescribing Project, working with local GPs and healthcare professionals to connect older adults to community social programs. Through this partnership, we are creating vital pathways to enhance the wellbeing and social connectivity of older residents across our communities and providing opportunities for community members to contribute through volunteering.

How does this position contribute to our community?

- Provide social connections for residents to improve their social wellbeing, by engaging community organisations within the City of PAE, Town of Walkerville and City of Prospect.
- Engage with local community groups, activities and resources.

What does the position do?

- Act as a liaison between staff and Volunteer Community Connectors.
- Provide guidance and support to Volunteer Community Connectors.
- Build strong relationships and support networks.
- Support volunteers and be guided by staff, collecting feedback/data, providing recommendations for improvement to staff, other reasonable duties as required.
- Provide administrative support to staff and Volunteer Community Connectors as required.
- Support individuals in accessing local resources, services and activities that enhance their health and wellbeing.
- Encourage participants to connect with social groups or organisations that suit their needs and interests.
- Assist with maintaining the Participant's Handbook.
- Develop knowledge and understanding of various community groups and organisations within the community.
- Ensure a safe and welcoming environment.
- Ability to adapt and move into the Community Connector or Support role when required.
- Record your volunteer hours via Better Impact (Volunteer Database)

What outcomes does the position deliver?

- Participants have increased mental and social wellbeing and feel connected to their community.
- Volunteer experience is enhanced from added support and guidance.

The behaviours we expect the position to contribute to our workplace are:

- Empathetic, Compassionate, caring and patient
- Active listener
- Leadership skills and ability to adapt
- Person centred approach
- Ability to work independently and as a team
- Effective communication with people from different cultural backgrounds and information sharing
- Innovative thinking and a courage to try new ideas
- Adaptability to new ideas and concepts demonstrating co-operation and flexibility

- Interpersonal skills with an ability to effectively with a variety of people and build good work relationships
- A drive to help and coach others to unlock their potential
- Good time management / organisational skills

Experience and Knowledge

- Experience leading and working within a team could be beneficial.
- Understanding the needs and interests of persons with societal diversity, including: religion, spirituality, sexuality, culture social-economic background and personal experiences is an advantage.
- Knowledge of local community organisations/groups isn't required but beneficial.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment are maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Our Safety and Return to Work Commitments

All Volunteers

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Follow established work health and safety procedures, policies requirements and specific precautions in relation to the work being undertaken in order to ensure own safety and that of others in the workplace
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Conditions

- A satisfactory National Criminal History Check and DHS Vulnerable Person Related Screening in accordance with the Children and Vulnerable Persons Safety Policy and Procedures and the Children and Young People (Safety) Act 2017 and Children and Young people (Safety) Regulations 2017.
- As part of the registration process all new volunteers are required to receive a corporate induction, and site orientation.
- Undertake Social Prescribing volunteer induction and training.
- Insurance cover will only extend to volunteers of council who are registered and engaged in clearly defined activities that are approved and controlled by the staff representing council.
- Positions have a 12-week probationary period
- Abiding by the council Code of Conduct and Confidentiality Policy
- Incumbent to work within the guidelines of this Role Statement and to comply with the Volunteer Management Policy, Volunteer Agreement and all City of PAE policies and procedures, in particular the Code of Conduct and Safe Work Procedures and / or Safe Operating Procedures in the use of relevant work task and plant operation as required by WHS regulations.

Volunteer Signature: _____

Print Name: _____

Date: _____