
 <p>The Community Visitors Scheme (CVS), funded by the Australian</p>	<p>Community Visitors Scheme (CVS)</p> <p>Volunteer Position Description</p>	
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Job title	Community Visitors Scheme Volunteer
Reports to	Community Support Coordinator
Location	Varies depending on match
Time commitment	Weekly visits preferred – minimum fortnightly
Duration of role	Minimum 12 months

ROLE

CVS Volunteer Visitors regularly visit an older person living in aged care home or their own home to develop a friendship and provide companionship. Duration of visits 1-2 hours and on a weekly basis.

The key objective of this role is to provide companionship and make a positive difference to your care recipient. You may also enjoy activities such as craft, board games, reading, outings and walks. Outings may require the use of your vehicle if you are comfortable with this option.

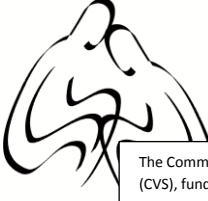

KEY SKILLS, ABILITIES AND REQUIREMENTS

- Able to commit to a minimum of 12 months, visiting weekly
- An enjoyment of spending time with older people
- A good conversationalist, communication and listening skills
- Maintain clear boundaries
- Submit monthly visit dates to Coordinators in a timely manner
- Seek support from Community Support Coordinator as required
- Willing to have flu vaccination on an annual basis or as required
- Willing to undertake a police check
- A valid driver's license and comprehensive car insurance (optional)

OTHER REQUIREMENTS

- Present for volunteering in a neat, clean, well-groomed and suitably dressed manner;
- Completion of online training before commencement
- Thereafter volunteers are encouraged to attend training, and professional development workshops offered by Inclusion Melbourne.
- Volunteers will receive requests to complete feedback surveys relating to their volunteering experience

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Other Conditions

- Volunteering cannot commence until after the satisfactory completion of a police check, DWES check, and reference checks
- For prospective volunteers who have been a citizen or permanent resident of a country other than Australia after the age of 16, complete a Statutory Declaration stating that they have never, in Australia or another country, been convicted of murder or sexual assault, or convicted of and sentenced to imprisonment for any other form of assault
- Volunteers will declare their commitment to the Inclusion Melbourne Code of Conduct
- Inclusion Melbourne is committed to Occupational Health and Safety in the workplace
- Volunteers will be contacted by Inclusion Melbourne staff frequently on commencement of their position, and thereafter on a regular basis
- Inclusion Melbourne's Public Liability and Personal Accident policies cover all volunteers subject to policy terms and conditions while engaging in authorised activities
- Volunteers who provide transport in their own vehicle must complete a Driver Declaration form and follow Inclusion Melbourne's Transport and Vehicles policy and procedure
- Volunteers should provide as much notice as possible to their allocated Community Support Coordinator if they are intending to conclude their volunteer role with Inclusion Melbourne

ABOUT INCLUSION MELBOURNE

Inclusion Melbourne is a uniquely innovative organisation that supports people with a disability and the elderly in the community and their own home. At Inclusion Melbourne, we have a vision for people with intellectual disabilities and the elderly sharing the benefits of living in and contributing to the broader community. We want to give people the opportunity to realise their potential, build long-term freely given relationships and be welcomed as equal and respected citizens.

VISION, MISSION & CORE VALUES

Our vision is for people with intellectual disability and elderly, vulnerable people to live in an inclusive community, where everyone has the same opportunities to participate in community life and to take their place in society as respected citizens.



Our mission is to provide people with every opportunity to do the things they want to do, with the people that matter to them, in accepting and inclusive communities.

Integrity - "To consistently act on sound moral principles"

We will act with integrity by:

- Being respectful
- Doing what we say we'll do and being open about how we do it

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- Being honest about what we can and cannot achieve
- Acting in a manner that is deserving of your trust
- Having skilled, competent and professional employees

Potential - "The inherent ability or capacity for growth"

We will see the potential of all persons by:

- Believing that everyone has the potential to keep achieving more
- Ensuring that everyone has equal opportunities for development
- Understanding that overcoming obstacles is a necessary part of the journey to success

Individuality - "A single person regarded as a unique personality, distinguished from others by special qualities"

We will embrace individuality by:

- Acknowledging uniqueness and accepting differences in a non-judgemental manner
- Using a person-centred approach to meet the unique needs of each person
- Supporting people to make choices that build the lives they want
- Working with people in unique and personalised ways
- Respecting individual and family customs, practices, beliefs, traditions and heritage

Relationships - "A significant connection existing between people and communities"

We will foster relationships by:

- Being honest with each other
- Supporting and encouraging each other
- Connecting people with their community and nurturing new relationships
- Working together to solve problems
- Listening to each other to achieve mutual understanding
- Strongly believing that together people create be

Declaration *

☒ I confirm I have read, understood and accept this position description. I agree to notify my Community Support Coordinator immediately of any change in my capacity to meet the requirements. I also agree to inform my Community Support Coordinator if any of the following requirements change: - driver's license status (if applicable); police check status, or the capacity to fulfil the inherent requirements of the role.

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