

NDIS Volunteer Position Description

Job title	NDIS Volunteer
Reports to	Community Support Coordinator
Location	Varies depending on match
Time commitment	Weekly visits preferred – minimum fortnightly
Duration of role	Minimum 12 months

PRIMARY OBJECTIVE

This position is a volunteer role, supporting NDIS participants. The Inclusion Melbourne Volunteer position includes the following roles:-

- Leisure Buddy
- Project Volunteer
- Tutor

The role of volunteers is to support the vision and values of Inclusion Melbourne in order to enhance and increase life opportunities for people with a disability and elderly vulnerable citizens, and to develop positive relationships while promoting inclusiveness in the community.

KEY RESPONSIBILITIES AND DUTIES

General

- Contact your supervisor on a monthly basis to report on your volunteer activities
- Attend all relevant induction, orientation and training
- A
- Inform staff of any changes in availability
- Complete required documentation
- Contribute to the maintenance of a safe and healthy work environment
- Be responsible, and act at all times with honesty and integrity

Role specific information

Leisure Buddy

- Develop a reciprocal and enduring friendship with an NDIS participant through shared and mutually agreed upon activities, goals and outcomes

Project Volunteer

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- Focus on particular projects which enhance, support and improve Inclusion Melbourne's work, for example in Circles of Support, NDIS, market research, statistical analysis and other projects which occur periodically
- Assist with a range of office-based tasks including those associated with accounts, events, volunteer management, and research

Tutor

- Support students with a disability on a one to one or in a classroom setting to achieve outcomes and goals including increased literacy, numeracy, communication and basic computer skills

OTHER REQUIREMENTS

- Present for volunteering in a neat, clean, well groomed and suitably dressed manner;
- When volunteers are supporting service users they are not to smoke in their presence. Smoking on Inclusion Melbourne premises is also not permitted.
- Volunteers are required to attend mandatory Induction training and role specific online training before or within three months of commencement
- Thereafter volunteers are encouraged to attend refresher training, and professional development workshops offered by Inclusion Melbourne.
- Volunteers will receive requests to complete feedback surveys relating to their volunteering experience

Other Conditions

- Volunteering may not commence until after the satisfactory completion of an NDIS workers screen check and reference checks
- Volunteers will declare their commitment to the Inclusion Melbourne Code of Conduct
- Inclusion Melbourne is committed to Occupational Health and Safety in the workplace
- Volunteer opportunities are subject to availability, and volunteers may be able to negotiate hours;
- Volunteers are required to inform staff of any changes including: -
 - availability;
 - commitment;
 - contact and address details etc.
- Volunteers will be contacted by Inclusion Melbourne staff frequently on commencement of their position, and thereafter on a regular basis
- Volunteers are required to provide monthly feedback to their supervisor and be proactive in maintaining regular contact
- 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 supervisors if they are intending to conclude their volunteer role with Inclusion Melbourne

QUALIFICATIONS

Not applicable. (See separate requirements for Volunteer Counsellor Position Description)

KEY SELECTION CRITERIA

Essential

- A willingness to commit time and energy to the support of people with disabilities and/or vulnerable elderly people
- Enthusiasm for improving the lives of the people we support
- Reliability, and a mature outlook on life
- Excellent communication skills
- Awareness of, and sensitivity towards, people with disabilities and the elderly
- Ethical and respectful behaviour and interactions at all times
- Respectful at all times of privacy and confidential information
- Flexibility
- A minimum of 12 months commitment for all volunteer roles

Desirable

- An ongoing commitment to all volunteer roles and the people we support is our preferred outcome
- Previous experience of working with people with a disability or the elderly
- Current Australian Driver's Licence

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
- 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 have read, 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: - drivers license status (if applicable); NDIS check status, or the capacity to fulfil the inherent requirements of the role.