

Position Description

Homework Support Group Tutor (Volunteer)

Reporting to	Homework Support Group Coordinator
Accountable to	Volunteer Program Coordinator, CEO
Location	North Richmond Community Health Ltd, 23 Lennox St, Richmond, 3121
Day/Time	Thursday evenings between 6.00pm – 7.30pm during school terms

Organisation Profile

North Richmond Community Health (NRCH) is committed to making healthcare more accessible and culturally relevant.

Our community health centre in Richmond provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.

Position Objective

To provide a supportive environment to enhance academic achievement amongst late primary and secondary school students residing on the Richmond Housing Estate.

Key Responsibilities

- To encourage students attending the program in their academic studies, assisting and tutoring where possible.
- To provide social support including, mentoring and positive role models to students.
- Encourage students to form social connections with other students in the Group.
- Monitor student progress both academic and social within the group and report on and record appropriate information in consultation with the Group Coordinator.
- To raise any concerns about individual students or the Homework Support Program with the Group Coordinator as they arise.

Key Selection Criteria

- Able to assist students in with their homework, in particular, Maths or English
- Able to relate to students in a friendly and positive manner
- Able to communicate information clearly to students
- Be patient and flexible
- Have an understanding of the student's backgrounds and how this may impact on their studies
- Able to practice/provide services in a manner that is sensitive and responsive to cultural requirements
- Working with Children's Check

Desirable

- Have a tertiary qualification in a relevant discipline

Other conditions

All volunteers of North Richmond Community Health Ltd are required to follow common conditions:

- In the case of inability to attend a rostered session, the Volunteer will undertake to contact the Homework Group Coordinator as soon as possible.
- Due to the resources required for training it is preferable that prospective volunteers commit to NRCHL for at least a period of three months or more.
- All position descriptions are open to periodic review by Management in consultation with volunteer staff concerned.
- The successful applicant may be required to perform other duties as directed, in accordance with training, skills and experience.
- NRCHL provides a smoke-free environment, including within vehicles.

For additional conditions which cover all staff of the Organisation please refer to the NRCHL Policy and Procedures Manual in particular the Volunteer Coordination Program Policy and Code of Conduct.

Further Information

For enquiries relating to this position, contact:

Selma Sali | Volunteer Program Coordinator | 9418 9893 | selmas@nrch.com.au

