

Position Description

Companion Animal Program Volunteer

Reporting to	Companion Animal Program Coordinator
Accountable to	Volunteer Program Coordinator, CEO
Location	Offsite: City of Yarra Residents' home Office: North Richmond Community Health Ltd, 23 Lennox St, Richmond, 3121
Day/Time	To be negotiated

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 resident's 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

The Companion Animal Program will provide volunteers to assist City Of Yarra residents aged over 55 years to care for their pet.

Key Responsibilities

- Tasks outlined in the Volunteer Agreement form (see attached).
- Assist resident to maintain their pet. This may include, grooming, feeding, washing, cleaning bedding, cleaning litter, cages and exercising of pet.
- Provide this assistance at a mutually agreed time and to let resident know if you are unable to attend.
- Monitor the resident and their pet's wellbeing and raise any concerns with the CAP Coordinator
- Abide by local laws, including picking up and disposing of dog droppings with owner supplied bags/equipment.
- Assist and encourage resident to look after their animal.
- Respect owner's decisions regarding their pet.
- Not entering into a personal agreement with pet owner eg. Making arrangements outside of agreed time/s or accessing pet owner's house keys.
- Administrative duties if required.
- Any other duties as directed by CAP Coordinator/Volunteer Coordinator.



Key Selection Criteria

- Demonstrated experience and knowledge in caring for a pet.
- Previous experience and/or knowledge of working with older people or people with a disability and people from diverse backgrounds.
- Able to establish and maintain boundaries, have sound judgement and problem-solving skills and carry out tasks as negotiated with resident and NRCH.
- Able to work independently as part of a team which includes resident, their pet and NRCH, this includes identifying and reporting any issues to the CAP Coordinator/ Volunteer Program Coordinator.
- Show respect to resident's home, their pet and their home, this includes being reliable, trustworthy and cooperative.

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 CAP Coordinator as soon as possible.
- Due to the resources required for training it is preferable that prospective volunteers commit to NRCH 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:

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www.nrch.com.au

