

Position Description

The Richmond Seniors Club Volunteer

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| Reporting to | Nazik Nasser, Counselling Casework Program Manager |
| Accountable to | Volunteer Services Coordinator, CEO |
| Day/Time | Third Wednesday of every month 10am to 12pm. Meetings as needed. |
| Location | NRCH: 23 Lennox St North Richmond |
| Date issued | May 2019 |

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

The position will contribute to the achievements of the organisation's aims and objectives by;

NRCH in partnership with the Richmond Housing Office runs a monthly group for the seniors in the City of Yarra. The group is run to provide a means for the seniors to get together and socialise, build new friendships and have outings to places around Melbourne. Guest speakers are invited to provide health and community information and local entertainment is often provided. The volunteer role would assist in the general running of the group and attend meetings to assist with planning.

Key Responsibilities

- Attend the seniors club monthly
- Assist the facilitators with food and room preparation.
- Assist facilitators with activities during seniors club
- Meet and greet of participants when they arrive
- Participation in meetings for planning as needed

Position Description Cont.

Essential Attributes and Qualities

Essential

- A willingness to take part in the seniors club
- Previous experience with group work

Desirable

- Ability to speak Mandarin or Vietnamese
- Experience working with the elderly population of the City of Yarra

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 their direct supervisor 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 or until project is completed.
- 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.

NRCHC IS AN EQUAL OPPORTUNITY EMPLOYER

NRCHC IS A SMOKE-FREE WORKPLACE

Further Information

For enquiries relating to this position, contact:

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

www.nrch.com.au

