

Position Description

Tai Chi Group Allied Health Assistant (Volunteer)

Reporting to	Occupational Therapist
Accountable to	Volunteer Services Coordinator, General Manager
Location	Salvation Army, 22 Lennox St, Richmond
Day/Time	Thursdays 1.45pm – 3.15pm

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 assistance to Tai Chi Instructor (Facilitator) and Group Participants during Group Activity.

Key Responsibilities

- Assist with room set up and pack up pre and post Group Activity.
- Assist with the leading of the group ie. mirror group facilitator to assist participants to perform movements correctly.
- Monitor and assist participants physically by demonstrating a movement if they are unclear on how to perform a particular movement.
- Engage and build rapport with group participants.
- Keep a record of attendees.

Key Selection Criteria

- Qualification in Allied Health
- Ability to communicate with CALD participants in a clear manner
- Ability to relate to participants in a friendly and positive manner
- Ability to demonstrate patience and care when assisting participants
- Prior experience with assisting in a group setting preferred (not essential)

Desirable

- Able to speak either Mandarin, Hakka or Vietnamese

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 Group Coordinator
- 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.
- NRCH-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 Services Coordinator | 9418 9893 | selmas@nrch.com.au

www.nrch.com.au

