Volunteer Role Description

We hope that all North Richmond Community Health (NRCH) volunteers will help us work towards improving the health of our community through a shared vision and values.

**NRCH Mission:**

Building healthy communities by making healthcare more accessible and culturally relevant

**NRCH Vision:**

Healthcare that builds community

**NRCH Values:**

Innovation, embracing diversity, equity of access, organizational learning, respect for others, openness, connectedness with our community

|  |  |
| --- | --- |
| Volunteer Role Title | Healthy Communities Team Volunteer – multiple positions |
| Reports to: (position and name) | Healthy Communities Team members.  Manager: Chantelle Bazerghi |
| Hours: (day, shift duration, frequency) | Weekly shifts  3 to 5 hours – to be negotiated  Day to be negotiated |
| Location: | North Richmond Community Health  23 Lennox Street, Richmond.  Some local travel may be required. |
| Purpose of the role: | Your role will contribute to the Healthy Communities Team and NRCH Strategic Objectives, specifically by:  1. Supporting the team to achieve its goal to promote and create a healthier community.  2. Enabling specialist work to be undertaken by adding capacity to the team |
| Duties: | In this role you will be:  1. Engaging with the community during public events hosted to increase public awareness about specific health issues.  You may, for example, help with catering, direct attendees to relevant information, assist all to observe safe COVID behaviours, distribute information and resources, set up and pack up displays, seating, kitchen equipment.  2. Providing administration support to the team, including photocopying, data entry, preparing and formatting documents such as meeting minutes, reports, proposals.  3. Shopping for specific events, the café, gifts etc.  4. Contributing your ideas about plans, presentations, events.  5. Accompanying team members to meetings, or community locations to provide input and assistance.  6. Assisting with surveys, collating results, recruiting participants for surveys.  7. Updating information in public notice-boards |
| Selection Criteria - Essential | Flexible and adaptable, be prepared to change tasks quickly.  Willing to assist across the team and support a wide range of activities and initiatives.  Good computer literacy skills, particularly competency using Word, Excel and PowerPoint.  Ability to collaborate, work in a team, or independently as required.  Good communication skills both verbal and written.  Good interpersonal skills.  Local resident (City of Yarra) preferred. |
| Selection Criteria - Desirable | Qualifications in health, health promotion, community services or similar experience.  Speak additional languages.  Driver’s License.  Experience in a community setting such as a health centre or neighbourhood house, youth hub. |

Conditions of appointment:

* Clear National Police Check
* Current Working with Children Check
* When required, clear International Police Check
* Commitment to comply with NRCH policies and procedures, Code of Conduct
* Evidence of COVID-19 Vaccination status

This is a volunteer role and does not mean the successful candidate will be offered a paid position

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name: Signature:

Date: