

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	Material Aid Program Volunteer
Reports to: (position and name)	Administration Coordinators
Hours: (day, shift duration, frequency)	Preferred: Wednesday and Thursday mornings – minimum 2 hour shifts-variable to accommodate shift tasks. 1 or 2 weekly shifts. Days/times to be negotiated with the successful candidate/s. Role sharing will be considered for this role.
Location:	Medically Supervised Injecting Room (MSIR) 23 Lennox Street, Richmond, Vic. 3121
Purpose of the role:	Your role will contribute to the MSIR/AOD team, and NRCH Strategic Objectives, specifically by: <ol style="list-style-type: none"> 1. Managing the availability of on-site material aid, collecting and storing donations appropriately on or off-site. 2. Ensuring easy access for staff to a range of items for clients attending the service. 3. Supporting the health, well-being and dignity of disadvantaged and marginalized members of the community by keeping stocks of clothing, blankets, hygiene aids, toiletries and sanitary products, for example.

<p>Duties:</p>	<ul style="list-style-type: none"> • Maintaining the quantity and range of donated material goods for MSIR clients (this includes clothes, shoes, toiletries, sanitary items, blankets, etc.). • Liaising with and maintaining the existing donor network while seeking to expand the number of donors engaged. • Coordinating the collection of donations in consultation with the supervisors. • Nurturing respectful relationships with internal and external stakeholders, reflected by both verbal and written communications. • Driving to offsite storage as required to maintain sufficient quantities of onsite items. • Collecting donations from external sites/donors. • Keeping the donations cupboards and Activities areas tidy and unpacking and sorting donations. • Advising supervisors of any potential barriers to maintaining sufficient stocks. • Maintaining stock control systems. • Reliable and punctual.
<p>Selection Criteria - Essential</p>	<ul style="list-style-type: none"> • Full driver's license and the willingness to drive a large van (People-mover NRCH Fleet van). • Understanding of harm reduction principles. • Demonstrated ability to work in a complex and unpredictable service delivery environment. • Ability to take high level direction and work autonomously. • Ability to establish a good rapport with a broad range of stakeholders, good interpersonal skills. • Ability to represent the organisation in a professional manner as detailed in the NRCH Code of Conduct, and Volunteer Agreement. • Respectful and non-judgmental demeanor and ability to uphold confidentiality / discretion. • Ability to ask for support and guidance when necessary. • Ability to maintain records and provide information as required by the supervisors or Volunteer Services Coordinator. • Ability to remain calm in confronting/stressful/distressing situations. • Demonstrated good time management and organizational skills.
<p>Selection Criteria - Desirable</p>	<ul style="list-style-type: none"> • Previous experience of stakeholder engagement. • Experience in a similar role or setting. • Relevant qualifications in health, AOD, Community Services, psychology/social work for example. • Flexibility to change shifts to accommodate collecting donations.

Conditions of appointment:

- Clear National Police Check
- Current Workingwith 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.

Ongoing volunteering in this role will be subject to the successful completion of a 3-month trial period.

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

Print Name:

Signature:

Date: