

Position Description

NDIS Administration Volunteer Position

Position Title:	NDIS Administration Volunteer
Manager/Supervisor:	Suzanne Ross
Division	Healthy Communities
Program:	Mental Health & NDIS Program
Team:	NDIS Therapeutic Supports Team
Primary Location (and other sites as required)	South Melbourne ('Southport')
Other Location	St Kilda
Dates	June 2022- ongoing

Position Objective

The NDIS therapeutic supports team, is a team of allied health therapists who provide therapy support to consumers with an approved NDIS plan. Our therapists work out of all our Star Health sites, as well as undertaking therapy within schools, homes and other facilities. Our therapists are very busy and require assistance with administration tasks which are not always billable through the NDIS.

The volunteer's role is to provide support to the therapists to run their therapy sessions with adults and children. Volunteers may be required to set up clinic rooms with toys or other resources to assist the therapist with running their sessions. Volunteers may also be required to print off, laminate or electronically store resources which therapists will use within their sessions. Volunteers may also be asked to collect some general feedback post therapy sessions with the consumers of our service.

Volunteers also need to be flexible, patient and respectful when interacting with client community members who may be from: non-English speaking; isolated and/or disadvantaged backgrounds or who may have issues with mobility, mental health, disability, gender, etc.

Key Responsibilities

- Attend Star Health Clinic one day per week
- Support the therapists with the printing of worksheets/ resources for use in therapy sessions
- Support the therapists with laminating of worksheets and creating information packs for consumers of our service
- Support the therapists with set up of the clinic room
- Support the therapists with cleaning of equipment used in clinic sessions (toys, rails etc)

Position Description

NDIS Administration Volunteer Position

- Attend volunteer induction and complete other relevant training according to role (mandatory for all volunteers)
- Record volunteer hours via volunteer portal (mandatory for all volunteers)

Skills and Experience

- Experience of, or interest in, volunteering or working with community groups
- Experience and/or understanding of Indigenous community

Key Selection Criteria

- Able to work constructively with fellow volunteers
 - Well-developed interpersonal and communication skills
 - Respond to requests by staff supervisor
 - Patience and respect when interacting with community members
 - Availability to commit sufficient time to the volunteer role (4-8 hours every week)
-

Organisational Profile

Star Health is a provider of health support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health Provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, adorable, joined up services with a 'no wrong door' approach.

Compliance

Compliance Responsibilities:

It is the responsibility of both the supervisor and Incumbent(s) of the role to ensure the volunteer(s)/ consumer representative(s) performing the role will meet relevant requirements of:

- Codes of Conduct.

Probity Checks

Probity checks must be completed as indicated -

- National Police Check/Criminal Record Check Working with Children Check Vaccination(s) [Mandatory]
- Successful Reference Checks Evidence of Right to volunteer in Australia.

Position Description

NDIS Administration Volunteer Position

Occupational Health and Safety (OHS) Commitment

Ensure that adequate resources (financial, human and physical) are allocated within the program to address the OHS risk for volunteers and consumer representatives.

Managers/Team Leaders

- Identify, assess, manage and review risks to the health and safety of volunteers and consumer representatives.
- Ensure that the documented systems of work are safe and without risk to health, and are adhered to by volunteers and consumer representatives through appropriate training, supervision and monitoring

Volunteers and Consumer Representatives

Comply with all Star Health and safety policies and procedures, take all reasonable care to ensure actions or omissions do not impact on the health and safety of others in a Star Health facility.

They have a responsibility to participate in the development of a safe and healthy facility and must comply with safe practices for their own health and safety, and that of others.

Mandatory Vaccinations

Star Health adheres to State and Commonwealth Government public Health Orders and Directions regarding mandatory vaccination requirements within Healthcare and Residential Aged Care Facilities. Applicants must meet the vaccination requirements applicable, or be willing to be vaccinated, should they be the successful candidate.

Consistent with the public health Orders and Directions and Star Health's Vaccination Policy, all candidates must produce evidence that they have received the current (i.e. COVID-19, seasonal influenza) vaccinations or medical evidence to Star Health's satisfaction of an accepted medical contraindication to receiving the vaccination(s).

Equal Opportunity

Star Health is an equal opportunity organisation and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.

Gender Equity

At Star Health we believe that people of all genders deserve equal rights, voice, opportunities, dignity, fairness, equity and to feel safe, valued and respected in their department and community. As an organisation and health service we are committed to promoting gender equality and creating a culture, conditions and practices that are inclusive and equitable for all genders.

Protecting babies, children and young people from child abuse and neglect.

Protecting Children Policy Information:

Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families and is a core responsibility for all Star Health's organisational people.

Position Description

NDIS Administration Volunteer Position

Important Information

- Star Health is committed to providing and maintaining an environment which is safe and without risk to the health of its organisational people. The organisation is a smoke-free environment.
- Star Health's usual span of operating hours are from 8:00am to 8:00pm Monday to Friday. For Programs that operate on weekends, weekend commitment may be required.

Person who completed and authorised the Position Description	
Position Title	Community Engagement Officer
Division/Program	AOD/Health Promotion

Recruitment Contact: fnoble@starhealth.org.au

Position Description read and understood by volunteer:

Signed volunteer:

Signed staff supervisor:

Date:
