

Position Description

Volunteer Position

Position Title:	Syringe Dispensing Volunteer
Manager/Supervisor:	Harm Reduction Co-ordinator
Division	Healthy Communities
Program:	Alcohol and other Drug (AOD)
Team:	Harm Reduction
Primary Location (and other sites as required)	St Kilda (VPC, Fitzroy St, Mitford St)
Other Location	South Melbourne
Dates	June 2022- ongoing

Position Objective

Harm reduction services aim to reduce harms associated with drugs so that people who use drugs can make safer choices for their health and wellbeing. The Star Health Harm Reduction team operates 3 syringe dispensing units (SDUs – syringe vending machines) to enable 24-hour access to injecting equipment for people who have difficulty accessing needle syringe programs during business hours. The SDUs require packs to be purpose-made to fit within the machines.

The volunteer’s role is to make up the packs needed to stock the SDUs using equipment provided by the Harm Reduction program. The activity will mainly be light, repetitive work following a format for placing the correct items into paper bags and taping them into tight bundles. Some carrying of medium weight boxes may be required.

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

- Assess priority packs needed
- Carry small, light boxes to packing area
- Follow OH&S safety guidelines
- Fill paper bags with required contents, roll and tape
- Take boxes of packs to storage area
- Tidy area at end of packing

Position Description

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 support for harm reduction as it relates to the rights of people who use drugs to access health services.

Key Selection Criteria

- Respond to requests by staff supervisor
- Patience and respect when interacting with community members
- Availability to commit sufficient time to the role
- Able to work constructively with fellow volunteers as well as be self-sufficient and show initiative
- Williness to work with a team
- 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 (2-4 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.

Position Description

Volunteer Position

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.

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.

Position Description

Volunteer Position

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.

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:
