

Position Description

Volunteer Community Cooking and/or Gardening Facilitator

Position Title:	Volunteer Community Cooking and/or Gardening Facilitator
Position Number:	[Insert text]
Manager/Supervisor:	Aricia Kostouros, Health Promotion Officer
Division:	Operations
Program:	Health Promotion
Primary Location:	Level 2, Victorian Pride Centre, 79-31 Fitzroy St, St Kilda, VIC 3182
Other Location:	Local Schools/Community Gardens in St Kilda and Albert Park
Classification Grade & Level:	Not Applicable
Enterprise Agreement or Award:	Choose an item
Mode of Employment:	Other

Better Health Network

Better Health Network (BHN) encompasses more than 22 locations and has over 800 staff work in multi-disciplinary teams to deliver health and disability outcomes. BHN is a responsive and agile community health service, providing a wide range of healthcare, social support, disability, and welfare services for all members of the community.

BHN 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, BHN 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, affordable, and holistic service.

Position Objective

To actively participate in the planning and facilitate the delivery of four cooking sessions and four gardening sessions for a group of secondary students in a local school situated in Albert Park between August and September 2023. The position offers flexibility, allowing volunteers to choose between engaging in either cooking or gardening sessions based on their preferences and expertise. The primary goal is to create an inclusive environment that encourages cultural sharing and fosters intergenerational connections among the participants.

Key Responsibilities

Cooking

- Plan and deliver four engaging and interactive cooking sessions, providing guidance and support to secondary school students in meal preparation and cooking techniques.
- Create a welcoming and inclusive environment that encourages active participation and fosters cultural sharing among the participants.

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Gardening

- Deliver four gardening sessions, assisting students in various gardening activities such as garden maintenance, planting, weeding, watering, and harvesting.

Adaptability and Interpersonal Engagement

- Encourage intergenerational connections by facilitating opportunities for meaningful interaction and exchange of knowledge between students.
- Assist in the set-up and clean-up of the cooking and gardening sessions, ensuring the proper handling and storage of equipment and supplies.
- Adapt and modify sessions as needed to accommodate the diverse needs and abilities of the students.

Organisational Values

All positions are required to follow the BHN values of respect, kindness, accountability, and innovation to guide their actions and behaviours towards employees and clients.

Organisational Responsibilities

All positions are required to:

- Comply with BHN safety policies and procedures including a responsibility to participate in the development of a safe and healthy workplace. All employees must follow safe work practices for their own health and safety, and that of others. This includes ensuring work is undertaken safely and that injuries, accidents, near misses and potential hazards are reported immediately. Managers / Team Leaders must identify, assess, manage, and review risks to the health and safety of employees, contractors, and clients.
- Participate in the established quality and safety systems to ensure that safe high-quality care is always provided to all clients. This includes assisting BHN to maintain quality accreditation standards by identifying and participating in the development and implementation of quality improvement initiatives.
- Ensure a Duty of Care by taking reasonable steps to protect themselves, their colleagues and clients from injury or harm. This includes ensuring that adequate supervision/support is provided to all clients.
- Familiarise themselves with and abide by BHN policies, procedures, values, and Code of Conduct.
- Comply with the principles of equity by promoting gender equality and creating a culture, conditions and practices that are inclusive and equitable for all genders and equity for individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ communities
- Follow legislative responsibilities and compliance requirements (including the child safety standards) for keeping children and families safe with BHN committed to the safety of children and families and ensuring they are protected from abuse, neglect, and violence.

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Working Relationships

Direct Reports	<ul style="list-style-type: none"> • None
Internal working relationships include	<ul style="list-style-type: none"> • Health Promotion Team
External working relationships include	<ul style="list-style-type: none"> • Secondary School Staff • Secondary School Students • Community Garden Staff

Key Selection Criteria

Essential Skills & Experience

- Interest in and enthusiasm for cooking and/or gardening activities, with a willingness to learn and develop relevant skills.
- Knowledge and experience in cooking and/or gardening, even if it is informal or self-taught.
- Good interpersonal skills to engage and interact positively with secondary school students.
- Flexibility and adaptability to work with diverse groups of students, including different age groups and cultural backgrounds.
- Ability to follow basic instructions and guidelines provided by the Health Promotion Team.
- Reliable and punctual, demonstrating commitment to attending scheduled sessions on Monday afternoons, between August and September 2023.

Essential Attributes

- Respect for diversity and the ability to create an inclusive and supportive environment.
- Willingness to collaborate and work as part of a team, supporting the program lead, school staff and fellow volunteers.
- Openness to intergenerational connections and creating a sense of community among participants.

Qualifications / Registrations Requirements

- None

Compliance

Compliance Responsibilities:

Version 1.1 and current as of January 2023

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- It is the responsibility of both the Manager and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes.

Probity checks must be completed as indicated

<input checked="" type="checkbox"/> National Police Check/Criminal Record Check [Mandatory]	<input checked="" type="checkbox"/> Working with Children Check
<input type="checkbox"/> NDIS Worker Screening Check	<input type="checkbox"/> Aged Care statutory declaration
<input type="checkbox"/> AHPRA Registration	<input type="checkbox"/> Discipline Specific Vaccination (Flu / Hep B)
<input checked="" type="checkbox"/> Evidence of Right to Work in Australia [Mandatory]	<input checked="" type="checkbox"/> COVID 19 Vaccination(s) [Mandatory]

Person who completed and authorised the Position Description

Position Title:

Division/Program:

Employee Declaration: I have read, understood, and acknowledge the contents of this Position Description.

Employee Name:

Employee Signature:

Date: