

## Position Description

### Active LiFE Balance Program Volunteer

Position Title:	Active LiFE program Volunteer
Manager/Supervisor:	Nicky Hersey <a href="mailto:nhersey@bhn.org.au">nhersey@bhn.org.au</a> (8644 3353)
Division	Community & Clinical Care
Program:	Community Care
Team:	Allied Health Team
Primary Location (and other sites as required)	Star Health 341 Coventry St Sth Melbourne
Other Location	Prahran-currently n/a
Dates	..... – 10 week program (then continue with ongoing programs if available)

### Position Objectives

Active LiFE Falls Prevention Program at Star Health is led by a physiotherapist and is an evidence based 10-week program which aims to improve clients' balance. The program provides clients with maximum opportunity to improve their balance which leads to increased confidence when walking outside, reduced fear of falls, reduced number of falls, feeling safer when walking alone and performing daily living activities more safely.

Clients are older adults at high risk of falls, and some with multiple and complex medical issues impacting on their health.

Only up to eight clients attend each program. The clients require close supervision to achieve effective balance improvement.

The volunteer's role is to provide weekly support to the physiotherapist and assist the clients as they perform a range of challenging balance activities, such as standing with eyes closed, kicking a ball, using a wobble board and negotiating an obstacle course.

Volunteers work together to set up the area for participants and make participants feel welcome. Positive working relationships are an essential part of this activity. 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

- Engage with participants in friendly and supportive manner
- Engage well with other volunteers assisting in program
- Assist participants with group exercise program
- Assist participants with balance exercises

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- Assist with set up and packing up of equipment
- 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 of working or volunteering with older adults
- Experience and/or understanding of physiotherapy, occupational therapy or rehabilitation programs
- Interest and/or experience and/or understanding of physical activity programs.

### Key Selection Criteria

- Able to work constructively with fellow volunteers
- Willingness to work with a team to assist participants with exercise activities
- Respond immediately to requests by staff supervisor
- Patience and respect when interacting with client community members
- Well-developed interpersonal and communication skills
- Availability to commit sufficient time to the volunteer role (1.5 hours every Tuesday- plus additional training at start)

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### 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.

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#### 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.

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#### 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.

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#### Person who completed and authorised the Position Description

Position Title	Community Engagement Officer
Division/Program	AOD/Health Promotion

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**Recruitment Contact:** [volunteer\\_admin@starhealth.org.au](mailto:volunteer_admin@starhealth.org.au)

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#### Position Description read and understood by volunteer:

Signed volunteer:

Signed staff supervisor:

Date:

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