

Position Description - Volunteer

Position:	Volunteer Pastoral Care Assistant	Reports To:	WestCare Centre Coordinator
Programme:	WestCare Centre	Location:	WestCare Centre 11-19 Millers Court, Adelaide

Purpose

The role of the Volunteer Pastoral Care Assistant is to build positive relationships with clients within the WestCare Centre in order to provide appropriate pastoral care to them while embodying the 'serving to transform lives' ethos of Baptist Care SA.

This relationship will be established and maintained through a variety of ways including eating lunch together, having a coffee, sharing informal conversations and actively listening to clients, playing games with them (such as chess, 8-ball and table-tennis) and where appropriate sharing of experiences and prayer. The role excludes casework or counselling.

The WestCare Centre provides services to Clients to reduce isolation by assisting them to participate in sustainable community activities. Clients may have mental health issues, or they may have physical, intellectual or sensory disabilities, or disability due to ageing.

Responsibilities and Accountabilities

<p>1. Build relationships with clients of the WestCare Centre</p> <ul style="list-style-type: none"> Develop a positive, mutual and trusting rapport/relationship with clients by demonstrating active listening skills, understanding, and respect when engaging with clients. Encourage clients to engage in social activities within the WestCare Centre.
<p>2. Pray with and for clients</p> <ul style="list-style-type: none"> Pray with and for clients (where appropriate and where relationships have developed).
<p>3. Actively participate in meetings with other Volunteer Pastoral Care Assistants and the WestCare Centre Coordinator.</p> <ul style="list-style-type: none"> If available, actively and positively participate in monthly meetings with other Pastoral Care Volunteers with a focus on prayer, reflection, mutual encouragement and improved practice.
<p>4. Engage effectively in a team environment</p> <ul style="list-style-type: none"> Work in genuine collaboration with team members to ensure the application of consistent support and services of the WestCare Centre. Communicate with others in a polite and professional manner.
<p>5. Contribute to Quality Improvement</p> <ul style="list-style-type: none"> Provide suggestions for improving the program to the supervisor for consideration.
<p>6. Act in accordance with the Volunteer Agreement</p> <ul style="list-style-type: none"> Read, understand and abide by the Volunteer Agreement, Baptist Care SA Code of Conduct and Position Description for this role.

<p>7. Ensure Compliance with Work Health and Safety procedures</p> <p>According to Work Health and Safety Act 2012, the volunteer must:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety. • Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. • Comply so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act. • Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. • Report any injury, hazard or illness immediately, where practical to the immediate Manager.
<p>8. Know and apply Baptist Care SA policies and procedures</p> <ul style="list-style-type: none"> • Demonstrate alignment to the Baptist Care SA mission and values. • Model and foster behaviours aligned with the Baptist Care SA Code of Conduct. • Be aware of relevant policies and apply them in the volunteer role. • Have harmonious working relationships with Baptist Care SA employees, stakeholders and other volunteers.

Essential Qualifications, Experience, Competencies:

Qualifications

- Membership of a local church

Competencies (Knowledge, skills and behaviours)

Ability to:

- Behave in a respectful and courteous manner at all times.
- Learn and follow instructions.
- Demonstrate empathy with people who have experienced hardship, loss or disconnection from the community.

Other requirements

- A valid DCSI Child-Related Employment Screening Check (less than 3 years old).
- A valid National Police Check (less than 12 months old).
- A valid Child Safe Environments Training certificate (less than 3 years old).
(Please note that Baptist Care will assist approved applicants to obtain these checks/certificates free of charge).
- Contact details for 3 referees (who are not family members), including the pastor or other leader of the Christian church you attend.
- Ability to volunteer from 9 am to 1 pm at least one day per week (Monday to Friday) for at least 3 months.

Note:

- Aboriginal and Torres Strait Islander volunteers are strongly encouraged to apply.

MONITORING, EVALUATION AND REVIEW

Status:	Approved	Control:	People & Culture
Approved by:	Volunteer Coordinator	Version:	1.0
Effective Date:	07.06.18	Review Date:	30.06.19
Cost Centre:	BAYYY		