



JOB AND PERSON SPECIFICATION

Position Title:	St John Circle of Friends Program Volunteer
Reports Directly to:	St John Circle of Friends Program Coordinator
Responsible for:	
Member of:	Programs & Community Engagement

About St John

St John is a charity in the South Australian community working for the Service of Humanity. Our vision for the future, whether acting alone or in partnership with others, is the provision of charitable and humanitarian services to individuals, groups and organisations. Our relief work for persons in sickness, distress, suffering or danger recognises no barrier of race, colour or creed.

The Circle of Friends Program connects isolated clients with activities, groups or organisations with similar interests, creating ways to experience a further sense of meaning, purpose and enjoyment in life, and building bridges back to community involvement.

Purpose of the Position

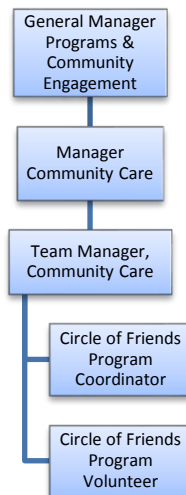
The St John Circle of Friends Program Volunteer will partner with St John and their clients to further enable the opportunity for clients to continue to live a fulfilling and active life and be engaged in the community in a role that is individually meaningful to them.

Key Responsibilities

The Program Volunteer will:

- Provide companionship and support to clients
- Work in partnership with St John and their clients to enable the achievement of their goals
- Undertake activities with a client
- Maintain regular contact with the Program Coordinator and clients
- Ensure a safe and healthy environment through compliance with WHS legislation
- Abide and adhere to St John policies and procedures
- Advise the Program Coordinator of any changes affecting the client or their circumstance
- Carry out tasks or duties as agreed with the Program Coordinator and client
- Attendance at volunteer meetings and training where possible
- Provide the Program Coordinator with expense / travel claims when required
- Advise the Program Coordinator of any changes affecting your ability to carry out other tasks or duties as agreed with the Program Coordinator

Organisational Relationships



Core Competencies, Skills and Experience

Interpersonal:	<ul style="list-style-type: none"> • Ability to manage one's own time, set priorities, plan and organise work • Demonstrated ability to work independently or as part of a team of Volunteers
Communication	<ul style="list-style-type: none"> • Good verbal and written communication skills • Ability to communicate and interact effectively with people from a variety of backgrounds and ethnic origins • Ability to communicate and interact with people with difficult behaviours or disabilities
Workplace Health & Safety	<ul style="list-style-type: none"> • Maintain current Apply First Aid Certificate • Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to the Program Coordinator
Personal skills	<ul style="list-style-type: none"> • Highly motivated and enthusiastic • Caring, ethical and tactful • Demonstrated commitment to St John Ambulance Australia SA Inc • Understanding and adherence to St Johns Privacy and Confidentiality policies
Experience and Knowledge	<ul style="list-style-type: none"> • Understanding of issues affecting the elderly and people living with disabilities • Basic clerical skills
Special Conditions	<ul style="list-style-type: none"> • The incumbent must hold a current National Police Certificate (NPC) no older than 6 months old, prior to commencement of volunteering with St John • Current Drivers Licence (desirable) • Two (2) current referees is essential

Volunteers aged under 18 years

St John Ambulance Australia places the highest priority on its responsibility to ensure that the children for whom it has a duty of care are protected against people and events that may cause them harm. Therefore it is a requirement of the program that volunteers under 18 years of age have permission to volunteer. A parent / guardian must be responsible for the supervision of the under 18 volunteer while conducting their volunteer activity. As such a parent/guardian will be required to become a volunteer with the program.

J&PS Review and Acceptance

Program Volunteer	Name: Signature: Date:
Program Coordinator	Name: Signature: Date: