



ST CARTHAGE'S COMMUNITY CARE

Italian Senior's Day Club Volunteer

Responsible to: Senior's Program Officer

Duties/Tasks:

1. Ensure a strict code of confidentiality is maintained at all times.
2. Assist the clients to participate in planned programs, social and recreational activities as agreed by the Seniors Program Officer.
3. Report to the Seniors Program Officer any changes observed in the service user, venue or relevant aspect of the situation.

Rostered Days: Friday

Time: 9am – 3pm

Other duties/tasks as agreed to by client, volunteer & program officer:

Rostered Days:

Time:

Skills and experience necessary:

1. An interest in working with older people
2. Interest and understanding of aged care issues and impact on carers
3. An ability to work with supervision
4. An ability to work as part of a team and unsupervised
5. Willingness to participate in ongoing training provided by St Carthage's Community Care
6. Flexibility
7. Empathy
8. Respect for clients, their carers and families, staff and other volunteers
9. Highly developed communication skills

Desirable:

1. First Aid Certificate
2. Experience in working with older people and their families and carers
3. Interest in working with older Italian people

St Carthage's Community Care Compulsory training:

Optional Training to be provided by St Carthage's Community Care:

Assessment date: 1 month & 3 months

Review date: 12 months

SIGNED: _____

DATE: _____

SUPERVISOR: _____

DATE: _____