



ST CARTHAGE'S COMMUNITY CARE

Respite Program Volunteer

Responsible to: Respite Program Officer.

Tasks/Duties:

1. Ensure a strict code of confidentiality is maintained
2. Assist the clients to participate in planned programs, social and recreational activities as agreed by the Program Officer
3. Other duties as negotiated with Program Officer
4. Assist staff person and or volunteers in providing direct care to people with a disability. This may include assistance with specific duties such as: personal care, domestic assistance and implementing specific programs.
5. Share skills, experience and knowledge relating to specific duties with other volunteers.

Rostered Days:

Time:

Other job responsibilities as agreed to by program officer & volunteer:

Rostered Days:

Time:

Skills and experience necessary:

1. Interest in working with people with disabilities
2. Ability to work part of a team
3. Willingness to participate in on-going training provided by the service.
4. Ability to work unsupervised

Desirable:

1. Experience in working with people with a disability
2. Current First Aid Certificate
3. Current Class 1A driver's licence.
4. Own comprehensively insured vehicle

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: _____