POSITION DESCRIPTION

Position Title: Volunteer Computer trainer

Reports To: Recreation Co-ordinator, Volunteer Coordinator & Recreation Manager

Supervising: N/A

Liaises With: Other staff members and residents

Location: Lionsville
13 Tom Saker Crescent,
Williamstown 3016

Hours: 3-4 hours per week

Program Description:
Wintringham is a welfare company that has been established to provide accommodation, care and support services to aged men and women, the majority of whom have a background of social and financial disadvantage.

The care provided to Wintringham residents is carried out with the underlying principles of social justice.

All Wintringham staff are expected to practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

The objective of the position is to:
• Assist Recreation Co-ordinator to continually develop a recreation program designed to meet the individual leisure needs of each resident.
• Promote and facilitate a computer program which enhances the residents IT skills
• Assist when necessary in the maintenance of accurate and relevant documentation that is up to date and meets Resident Classification Scale (ACFI) and Aged Care Accreditation requirement.

Responsibilities/Duties:
In conjunction with the Recreation Co-ordinator:

• To ensure confidentiality is maintained at all times.
• Promote computer program to residents
• Support residents to continually develop IT skills
• Ensure resident’s individual recreation interests are established and facilitated.
• Ensure recreational pursuits are facilitated in a fashion that maximises the resident recreational independence.
• Encourage the support of families and friends.
POSITION DESCRIPTION

- Liaise with other members of the Recreation team regarding structure and development of programs.
- Encourage residents to maintain their community associations and contacts.
- Promote recreational opportunities available within the broader community.
- Facilitate residents’ access to programs that will assist the maintenance of their independence.
- Maintain accurate records regarding residents’ recreation participation and contact with recreation staff.
- Assist with the development of Social Profiles, Recreation Assessments and Recreation Care Plans for each resident.
- To accept all responsibilities as defined in relevant policies and procedures.
- Duties as directed by the Program Manager from time to time.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- You will be aware of relevant legislative standards and guidelines.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication

Health & Safety Responsibilities:
As a Wintringham volunteer you have the following responsibilities under the OHS Act 2004

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries

Qualifications:
Desirable
- First Aid Certificate 2.
- Training in lifestyle and leisure/recreation or equivalent.
- Any other relevant qualifications.

Skills and Experience:
Desirable
- Gain the confidence and co-operation of residents from a range of backgrounds.
- Intermediate computer skills in internet browsing, emailing, facebook & word processing.
- Be creative and innovative.
- Have a non-judgemental approach.
POSITION DESCRIPTION

• Work as part of a team.
• Maintain a courteous and caring manner at all times.
• Have a flexible attitude.
• Encourage and motivate older people.
• Experience in working with older people.
• Experience in recreational program planning and implementation.
• Knowledge of local area and services.
• Knowledge of and ability to utilise community groups and resources.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

VOLUNTEER’S NAME ________________________________________________

SIGNED_________________________________________ DATE____________