



Government of South Australia

Children, Youth and Women's
Health Service

CHILD HEALTH CENTRE VOLUNTEER

Children Youth and Women's Health Service (CYWHS) consists of Child and Youth Health and the Women's and Children's Hospital. CYWHS is an incorporated Health unit funded predominantly by the Department of Health under the South Australian Health Commission Act, 1976. Child and Youth Health provides a range of primary health care services for the age group of 0 to 25 years, on a statewide basis.

Role Description:

Child Health Centre volunteers provide care for children whilst their parents access the Child Health Clinic. Child Health clinics offer universal health checks for children 0-5 years old, consultations to discuss parents concerns in relation to their child or need for further education/support and open drop-in clinics for weight checks and quick questions. The child Health Clinic also provides a day service for families. In partnership with a member of staff, child health service volunteers provide extra support to families with children from 0-5 years of age in designated locations.

Responsible to:

Child Health Nurse

Site:

Person Specification:

We are looking for people with these qualities:

- Reliable, understanding and have an open and non-judgemental attitude
- Interest in working with children or families
- Ability to communicate well with others
- Ability to relate with a wide range of people

Volunteer Role and Responsibilities:

- Welcoming parents and children into the Centre and facilitating interaction between parents in open sessions
- Playing with toddlers and supervising young children whilst parents are with professional staff
- Assisting parents who wish to weigh their babies and children
- Assisting staff with parenting groups, promotional displays and Centre activities eg Day Service, child care
- Providing information to parents about Children, Youth and Women's Health Service and community resources
- To ensure the waiting and reception area is left neat and tidy once children and families have left the area
- Prior to commencement, Volunteers will be subject to a satisfactory S.A. Police Offender History check.
- A requirement of the position is completion of the Volunteer Training Course.
- Reliability in regard to attending as rostered, notifying the Child Health Clinic as soon as possible if unable to attend.
- Required to respect client confidentiality.
- Required to attend a minimum of three ongoing staff development and training sessions per year to ensure ongoing ability to perform duties.
- Wear identification badge when at work.
- Access to and/or provide their own transport.

- Protect their own health and safety and that of others by:
 Following reasonable instructions, training and complying with organisational safety systems
 Identifying and reporting workplace hazards and incidents to their supervisor
 To ensure the waiting and reception area is left neat and tidy

Knowledge/Skills/ Experience:

In order to undertake this role, a volunteer must:

- Be able to demonstrate a positive attitude
- Posses a non judgemental attitude
- Have the ability to work as a member of a team
- Seek assistance when they require it
- Be aware of their own limitations both physically and emotionally

Rights and Benefits to the Volunteer:

- Right to be respected, adequately supported and have contributions recognised.
- Right to be informed and consulted.
- Right not to be exploited.
- Opportunity to acquire new knowledge and skills through training and experience.
- Opportunity to contribute own life experience and personal skills within a meaningful work situation.
- Comprehensive training program offered by CYWHS and regular staff development opportunities and support.
- Coverage by Department of Health's Public Liability Insurance whilst working under the direction of the Child Health Nurse.
- Volunteers will have access to and representation in decision-making processes and communication systems affecting their role.
- To have the opportunity to participate in a formal appraisal of their particular contribution to the Health Service if desired.
- Opportunity to develop a network of resources within the health area.
- To be able to claim travel reimbursement to and from each home visit.
- To claim all telephone and postage expense related to completing this role.

VOLUNTEER NAME: _____

Signature

VOLUNTEER: _____

DATED: _____

VOLUNTEER COORDINATOR: _____

DATED: _____

VOLUNTEER MANAGER: _____

DATED: _____