



VOLUNTEER FOR FRIENDS BRANCH

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:

Friends of Child and Youth Health Inc is the voluntary parenting network of CYWHS which has over 3,000 members across the state. These volunteers provide support to Friends Branches in welcoming and introducing new parents, promoting the objectives of Friends, assisting in setting and locking up for each branch meeting and making appropriate referrals. It is anticipated that role is a short term role whilst the Friends branch is being established.

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
- Have a sense of humour
- Willing to offer a one year commitment

Volunteer Role and Responsibilities:

- Act as 'host' to parents attending certain Friends of CYH Inc groups held at Child Health Centres
- Welcome newcomers and introduce them to the others in the group and orient them with the centre
- Provide a listening ear to a parent that needs one
- Provide information about relevant CYWHS services and the Friends of CYH Inc parenting network
- Link parents with community resources, services and networks
- Assist with setting up and tidying room before and after the sessions if necessary
- Refer parents seeking advice to nursing staff supporting the group
- 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 Friends Regional Representative 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/ 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

Knowledge/Skills/ Experience:

In order to undertake this role, a volunteer must:

- Be a good communicator
- 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

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 and regular staff development opportunities and support.
- Coverage by Department of Health's Public Liability Insurance whilst working under the direction of the Friends and Volunteer Program, CYWHS.
- Volunteers will have access to and representation in decision-making processes and communication systems affecting their role.
- Opportunity to develop a network of resources within the health area.
- To claim all telephone and postage expense related to completing this role.

For more information, please contact:

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