



Role: Access Spot Volunteer

Aim: The Access Spot assists in providing transport and access information, to enable independence.

Where is the Access Spot?: It is located in King George V Memorial Gardens, Wangaratta

What services are provided?:

- Transport Information
- A safe and comfortable place to rest
- Parent and Breastfeeding friendly & Accessible bathroom
- Locker and Equipment Hire
- Meal and Communication Assistance
- Scooter Recharge and Access Information

Reporting:

You will report to and be supported by the Program Support Officer, who is located in the Wangaratta CA Inc. Office.

Personal qualities and experience:

- Acceptance of all people
- Good communication skills
- Desire to support the local community
- Willingness to help others

Tasks performed:

- Deal with a diverse range of people, including aged, frail or people with disabilities.
- Be punctual at all times
- Show attention to detail
- Perform administrative duties as required
- Complete and sign the diary at the commencement and conclusion of your shift
- Use the communication book to forward information to other volunteers
- Record service user data
- Maintain a positive, welcoming attitude to service users and co-workers, respecting dignity, culture and rights.
- Perform light cleaning duties to maintain the cleanliness of the facility

Occasional Tasks

- Collect money for equipment and locker hire.
- Provide feedback to contribute to the improvement of the program.
- Communication and meal assistance.

Location:

Cnr Ovens and Templeton St, Wangaratta.

Hours/days required:

The Access Spot operates from 10.00am – 3.30pm Monday – Friday. All assistance is welcomed.

Work Health and Safety:

- Wear your name badge and uniform that is provided
- Wear closed shoes at all times
- General cleaning, maintenance and presentation of the facility

Volunteers Rights and Responsibilities:

- Volunteer have the right to refuse any assignments for whatever reason.
- Please discuss issues as they arise with the Program Support Officer.
- Inform the Program Support Officer if you are unable to complete an assignment or if you become unavailable
- Participate in training as and when required
- Adhere to Community Accessability's policies and procedures
- Provide the service in a pleasant manner
- Disclose all pre-existing injuries or medical conditions which may affect your ability to fulfil the duties of this position
- Undergo a Police Check and obtain a Working With Children Check (costs will be reimbursed)