

# WIS Volunteer Position Description



Direct or Indirect Service Provision

<b>Volunteer</b>	Surname	Given Name	Preferred Name
<b>Date of Birth</b>	/ /	Referral source	
<b>Manager/ Coordinator</b>	Women's Information Service Coordinator	Supervisor	Children's Centre CDC
<b>DCSI Division</b>	Office For Women		
<b>Business Unit</b>	Women's Information Service (WIS)		
<b>Location</b>			

<b>Task Title</b>	<b>WIS Children's Centre Volunteer</b>
<b>Task Description</b>	<ul style="list-style-type: none"> <li>• Located at a specific children's centre, work with children's centre and WIS team to provide comprehensive, accurate and up to-date information to the women of South Australia.</li> <li>• Contribute to developing and maintaining information/resources by:             <ul style="list-style-type: none"> <li>○ Noting and/or obtaining any new or updated information.</li> <li>○ Maintain an information/issue portfolio.</li> </ul> </li> <li>• Join or facilitate a program to connect with women in the centre.</li> <li>• Assist with general office duties as required, eg filing, photocopying, and basic word processing.</li> <li>• Respond to clients in a manner that is sensitive and appropriate to the needs of women from a diverse range of cultural backgrounds and life-style preferences.</li> <li>• Keep up to date with current issues and developments in the women's sector by maintaining an awareness and interest in in-coming information.</li> <li>• Participate in staff development programs.</li> <li>• Report both to CDC and to WIS.</li> <li>• Maintain contact with WIS as required.</li> <li>• Attend volunteer meetings as scheduled.</li> </ul>
<b>Compliance/ Accountability Requirements</b>	<ul style="list-style-type: none"> <li>• Volunteers are accountable to the WIS Coordinator, children's centre CDC and/or designated staff members responsible for specific programs.</li> </ul>
<b>Tasks not to be undertaken by Volunteers</b>	<ul style="list-style-type: none"> <li>• In response to an emergency situation, the volunteer will provide assistance, but not take a lead role.</li> <li>• Volunteers are not to take on the role of providing child care.</li> </ul>
<b>Qualifications, Skills and</b>	<ul style="list-style-type: none"> <li>• Competent in negotiation, written and verbal communication skills.</li> <li>• Ability to relate well to women from a range of backgrounds and life experiences.</li> <li>• Ability to be flexible and work effectively in a team. Ability to handle highly</li> </ul>

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<b>Experience</b>	<p>sensitive enquiries objectively and professionally.</p> <ul style="list-style-type: none"> <li>• A knowledge, understanding and commitment to confidentiality and information sharing guidelines as described in the <a href="#">DCSI Appendix to the ISG</a> - 4.1 Confidential Information and 9.1 Volunteers</li> <li>• An understanding of the position of women in today’s society, ie the social, cultural, economic and personal issues affecting women in their daily lives.</li> <li>• Basic computer skills, including effective navigation of the Internet.</li> <li>• Willingness to learn and undertake the Children’s Centre Volunteer training program.</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>• Volunteers are required to complete WIS volunteer training program (over 2 weeks) and up to 2 mentor shifts prior to being designated volunteer shifts.</li> <li>• Volunteers are required to attend at least one four-hour shift per week unless an alternative has been negotiated with the children’s centre CDC and WIS Coordinator.</li> <li>• Volunteers are expected to be punctual and to attend shifts as per the children’s centre roster.</li> <li>• Volunteers will communicate with staff as soon as practical if they are going to be late or will be unable to attend their shift.</li> </ul>
<b>Mandatory Screening Requirements</b>	<ul style="list-style-type: none"> <li>• Prior to an offer of a volunteer position being made, candidates must agree to undergo a Department of Communities and Social Inclusion Vulnerable Persons screening.</li> <li>• Costs will be covered by WIS.</li> </ul>
<b>Training &amp; Guidance Required</b>	<ul style="list-style-type: none"> <li>• Comprehensive training will be provided.</li> <li>• A minimum of two Mentored shifts with experienced WIS worker or volunteer.</li> <li>• Ongoing supportive work environment.</li> </ul>
<b>Reimbursement arrangements.</b>	<ul style="list-style-type: none"> <li>• Volunteers are entitled to claim for reimbursement the cost of a public transport day trip ticket.</li> </ul>

<b>Volunteer</b>	Signature: _____	Date / /
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<b>WIS Coordinator</b>	Signature: _____	Date / /
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<b>Version details</b>	Date Created / /	Review Date / /
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