

## Catherine House

### Volunteer Role Description: IT/COMPUTER TUTOR

Work Area	Catherine House Women's Centre
Location	Women's Centre Computer Room
Hours and days required per week	Once a week for 2 hours. Time and day to be confirmed.
Special conditions	Current Disability Services Employment Screening Assessment - DHS
Role reports to	Women's Centre Coordinator
Background	This educational activity is highly valued by Catherine House clients and has been a long-standing initiative.
Why we need you	To provide in-house IT/Computer training to support clients of Catherine House
Upon arrival	Meet with Women's Centre Coordinator to collect keys and discuss client work
Dress Code	Smart casual
Role Tasks	<ul style="list-style-type: none"> <li>• Work one on one or as a group with clients requesting support and assistance with</li> <li>• Agree on a plan of work/support with EEO (Education and Employment Officer)</li> <li>• Computer literacy, building computer skills and IT assistance</li> <li>• Client work is goal focussed and time limited with reviews as necessary</li> <li>• Ensure WHS requirements are met</li> <li>• Meet with EEO to provide feedback and progress reports</li> </ul>
Skills and experience required for the role	<ul style="list-style-type: none"> <li>• Sound computer knowledge and literacy</li> <li>• Able to assist clients with basic computer literacy and program use</li> <li>• Good communication style and experience in working with women facing diverse challenges</li> <li>• Qualifications and experience in working in the area of information technology desirable but not essential</li> <li>• Ability to work sensitively and positively to support women in all aspects of computer literacy</li> </ul>
Role ideally suits a person	<ul style="list-style-type: none"> <li>• Who has experience in working with people from this sector</li> <li>• Who can work on site one day a week for 2 – 3 hours</li> <li>• Who is patient and flexible</li> <li>• With a keen interest in assisting clients to increase their knowledge base and confidence in the area of computing and IT</li> <li>• Who wants to volunteer</li> </ul>
Training requirements (provided by Catherine House)	<ul style="list-style-type: none"> <li>• Induction to Catherine House</li> <li>• WHS Induction</li> <li>• Mental Health briefing on how best to work with clients who experience challenges with their mental health</li> </ul>

Benefits for the volunteer	<ul style="list-style-type: none"> <li>• Is able to contribute to client’s wellbeing, life skills and confidence</li> <li>• Opportunity to understand the role of Catherine House and contribute to supporting women who are experiencing a period of homelessness</li> <li>• Opportunity to meet with many diverse groups of people</li> </ul>
For further information	Women’s Centre Coordinator

I acknowledge that I have read, signed and been given a copy of the above Volunteer Role Description with Catherine House.

I hereby agree to abide by the terms and conditions stated above. I understand it will be reviewed every six months, or as required.

Volunteer .....

Signature .....

Date .....

*Louise Miller Frost*

Chief Executive Officer