

# Volunteer Role and Person Specification



## Organisational Information

Since 1988 **Catherine House Inc.** has provided inner city services, supporting women out of homelessness, for women over 18yrs and unaccompanied by children. It offers emergency, transitional and permanent supported accommodation, and accommodates up to 54 women per night as well as supporting many others via outreach services.

<b>Name of Volunteer</b>	
<b>Role Title</b>	Gardener
<b>Program/Location</b>	Location to be advised. All gardens are in close proximity to each other in the Adelaide CBD.
<b>Start Date</b>	TBC
<b>End Date</b>	31/12/2019
<b>Hours and days required per week</b>	3-4 hours per fortnight, Monday to Friday. The volunteer will have the opportunity to choose which day suits them best.
<b>Role reports to</b>	Team Leader Office & HR Administration
<b>Role overview and purpose; how it relates to Catherine House's mission and other projects</b>	Catherine House have a range of small, low maintenance gardens that provide pleasure and sanctuary for clients. The purpose of this role is to keep these gardens looking their very best to enhance the beauty of our outdoor areas which also helps the recovery of clients, as they are directly impacted by their environment.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Light pruning, some mulching, weeding and general tidying</li> <li>• In consultation with Catherine House, plant seasonal bulbs/annuals or succulents to enhance the visual and sensory experience of the garden</li> </ul>
<b>Skills and experience required for the role</b>	<ul style="list-style-type: none"> <li>• Passionate and knowledgeable gardener</li> <li>• Good communication style</li> <li>• Ability to work sensitively and positively</li> </ul>
<b>Training Requirements</b>	<ul style="list-style-type: none"> <li>• Induction to Catherine House</li> <li>• WHS Induction</li> <li>• Briefing on how best to interact with clients who experience challenges with their mental health (provided by Catherine House)</li> </ul>
<b>Benefits for the Volunteer</b>	<ul style="list-style-type: none"> <li>• Able to contribute to clients' wellbeing</li> <li>• Opportunity to understand the role of Catherine House and contribute to supporting women who are experiencing a period of homelessness</li> </ul>
<b>Benefits for Catherine House</b>	Well maintained gardens which provide appealing spaces for staff and clients.
<b>Other requirements of the role</b>	<ul style="list-style-type: none"> <li>• Current DHS Disability Services Employment Screening</li> <li>• Compliance with Catherine House Code of Conduct</li> </ul>
<b>Upon arrival instructions</b>	Please report to the Administration Assistant at 12 Queen Street.

<b>Dress Code</b>	Gardening wear: enclosed shoes or boots, sun safe clothing and appropriate personal protection equipment.
<b>For further information</b>	<a href="https://catherinehouse.org.au/">https://catherinehouse.org.au/</a>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Volunteers need to be aware of, and respect, the vulnerability of Catherine House clients.</li> <li>• Volunteers also need to be aware of their own vulnerability and seek to maintain their own and clients' safety, and perception of safety, at all times.</li> <li>• It is important that volunteers avoid giving advice in areas requiring specialist knowledge or involving legal implications.</li> <li>• Volunteers are officially representing Catherine House and are expected to present and behave in ways which accord with Catherine House's standing in the community.</li> </ul>
<b>WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the <b>Code of Conduct</b> and organisational policies, including <b>WHS requirements, as outlined below</b></li> </ul>
<b>Corporate Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure that clients are respected and treated in a non-judgemental way</li> <li>• Maintain and respect resident privacy and confidentiality within the volunteer role outlined above</li> <li>• Attend required meetings and training as appropriate</li> <li>• Work within the philosophy, aims, vision, objectives and culture of Catherine House Inc.</li> </ul>

I acknowledge that I have read, signed and been given a copy of the Code of Conduct and the Volunteer Role and Person Specification with Catherine House.

I hereby agree to abide by the terms and conditions stated above.

I understand the Volunteer Role and Person Specification will be reviewed as required.

#### ACKNOWLEDGEMENT AND APPROVAL

Last updated: August 2019

Approved by  Date 23/8/19  
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Volunteer Name .....

Signature ..... Date .....