

Catherine House Inc. Volunteer Role & Person Specification



Organisational Information

Since 1988, **Catherine House Inc.** has provided inner city services, supporting women out of homelessness, for women over 18 years of age and unaccompanied by children. It offers crisis, mental health and longer term supported accommodation and accommodates up to 59 women per night, as well as supporting many others via outreach services or through women using our onsite Women's Centre or Education and Employment Program. Catherine House is an unregistered NDIS service provider with an area of speciality in psychosocial disability, delivering a range of supports to clients living in our accommodation programs or in the community.

Name of Volunteer	
Role Title	IT Volunteer Tutor
Program/Location	Women's Centre
Start Date	To be advised
End Date	31/12/2021
Hours and days required per week	To be negotiated Ideal is: every week 2 - 4 hours, between 10am - 4pm weekdays
Role reports to	Women's Centre Coordinator (WCC) and the Education & Employment Officer (EEO)
Role overview and purpose; how it relates to Catherine House's mission and other projects	This role is to provide IT support to clients, to improve IT literacy across a range of tasks on computers and other electronic devices. The role also has scope to deliver group classes when current COVID restrictions allow.
Key Responsibilities	Work one on one or as a group with clients requesting support and assistance with computer programs and IT assistance Agree on a plan of work/support with EEO and/or client Meet with the EEO to provide feedback Support goal-focussed work with clients, guided by timelines Support and encourage clients to participate in a positive manner Ensure WHS requirements are met Provide any feedback or issues to the EEO or WCC
Skills, experience and qualities required for the role	Training and experience working in the area of IT or IT Training Ability to work sensitively and positively to support client in all aspects of learning Able to work at CBD site for specified time frame Patience and flexibility Has a keen interest in assisting women to increase their knowledge base Experience working with women facing diverse challenges
Training Requirements	Desirable - Mental Health First Aid or other mental health qualification
Benefits for the Volunteer	Able to contribute to the participants' wellbeing and confidence Provide support to the work of Catherine House An opportunity to meet diverse groups of people
Benefits for Catherine House	Provide opportunity for external stakeholders to work with vulnerable people in a supported setting
Other requirements of the role	Induction Current NDIS Worker Screening Check/ DHS Disability Employment Screening Adherence to Codes of Conduct Any other special conditions
Upon arrival instructions	Check in with staff Set up designated activity area

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Role of the Catherine House Volunteer/Worker

In the Management of Work Health & Safety

The volunteer/worker is responsible for:

1. Commitment

- Support the development and maintenance of a best practice WHS culture within their workplace.
- Adhere to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

2. Legal and Policy Requirements

- Comply with all relevant policies and procedures
- Improve systems of work and safe work practices

3. Performance and Training

- Participate in relevant WHS training programs
- Include WHS goals and responsibilities and training in supervision meetings

4. Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

5. Incident Reporting and Investigation

- Report work related injuries and incidents in accord with Catherine House procedures
- Where relevant, participate in the investigation of potential hazards, dangerous occurrences, WHS incidents and near misses

6. Consultation

- Consult with colleagues on WHS issues, as required

7. Monitoring

- Monitor and evaluate their WHS performance
- Monitor the wellbeing of colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assist in the maintenance of WHS facilities, resources, equipment and information, as required

I have read and understood the “Role of the Catherine House Volunteer/Worker in the Management of Work Health Safety” and am aware of my responsibilities for WHS.

Name: _____ Signature: _____ Date: _____