**Volunteer Role Description**

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| **Role Title:** | **Volunteer – Acorn Parent-Infant Attachment Groups** |
| **Ref No:** | 29 |
| **Status:** | Part Time |
| **Location:** | Various Community Locations |
| **Branch:** | Kent Town |
| **Reports to:** | Coordinator, Acorn Groups and Manager, Supporting Families |
| **Date:** | 10/06/2014 |

**Role Purpose**

The Volunteers involved in the Acorn Parent-Infant Attachment Groups will work alongside the multidisciplinary Acorn team including the Dance Worker, Infant Mental Health Specialist and Family Support worker, to ensure the effective delivery of the Acorn Parent-Infant Attachment programs. Volunteers play a pivotal role in supporting parents and their infants in a range of activities within the Acorn group and will assist with the organisation of the group environment before, during and after the sessions.

**Duties and Responsibilities**

**Supporting Parents and Infants**

* Actively participate in the group Dance Play activities, singing and taking part in the movement.
* Support the participation of parents and infants in the Dance Play component of the group session – e.g. by pairing up with a parent and infant to physically assist where needed.
* Assist parents who have more than one child in participating in the group activities.
* Support the parents to make connections with each other – e.g. by modelling positive and respectful interactions with the infants, by showing a gentle interest in the infants and encouraging parents to share that interest, by identifying the infants initiatives and strengths and encouraging parents to do the same.
* Help with large group props, such as holding the parachute in the Dance Play component of the group session.
* Be sensitive to parents who might be experiencing emotional or psychological struggles during both the Dance Play and journaling components of the group, and sensitively support when necessary. If appropriate, support the infant to continue to remain engaged in the Dance Play activity.
* Build relationships with the infants through the play session which follows Dance Play.
* Assist to care for the infants (nappy changing, feeding etc.) whilst the parents are participating in the journaling component only.
* Attend and participate in the pre-session and post-session meetings and debriefs.

**Organisation of the group environment**

* Assist with the setting up and packing up of the main Dance Play area. This involves being guided by the Dance Worker as to how the various group materials, such as cushions, ottomans and blankets should be set up for the group activity.
* Be alert to the logistical needs of the activities during the Dance Play session, such as clearing away or re-setting props when required.
* Assist with the setting up and packing up of the journaling room. This involves being guided by the Family Support Worker as to how the room, tables and chairs, and journaling resources should be set up for the journaling component.
* With other volunteers, take responsibility for the preparation, serving, and packing up of morning tea provisions and cleaning up of the kitchen thereafter.

**Work Health & Safety (WHS)**

* WHS knowledge and skills suitable for the position.
* Ensure own action or lack of action does not place own safety or that of others at risk. Use prescribed personal protective equipment.
* Attend mandatory Manual Handling training.
* Assist in the evaluation of hazards and immediately report any hazards, accidents or near misses.

**Cultural Fit**

* Work within a team environment in accordance with AnglicareSA values.

**Requirement for the Role**

* A welcoming and friendly manner
* Be suitably fit to comply with the physical requirements of the position
* A non-judgemental approach to working with people with mental health struggles and people involved with child protection services
* Relate well with people from a variety of different cultural and socio-economic backgrounds
* An openness and ability to adapt to different perspectives
* An openness to learning from group team members and pre-existing volunteers, and a willingness to be guided by these people
* An ability to gently support parents to find their own solutions to the problems they may be experiencing, not attempt to solve the problem for them
* An understanding of appropriate ways to express empathy e.g. how to respond to parents and infants in a group situation during times of distress
* Willingness to work as a member of a team
* Ability to use initiative and work within boundaries, procedures and guidelines
* Attend Strengths Based Practice training and apply learnings to your work with the client group
* Attend Child Safe Environments training

**Standard Role Requirements (all volunteers)**

* Contact your supervisor to advise if you are unable to attend on your rostered day.
* Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
* Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
* Conform with AnglicareSA's conditions of volunteering, Code of Conduct, Standards of Practice & Behaviour, Confidentiality and No Harassment policies and other Human Resources, Work Health & Safety (particularly AnglicareSA's "no lift" and manual handling) and organisational policies and procedures.
* Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
* Undergo a satisfactory criminal history assessment, be physically and mentally capable and report to undertake voluntary tasks in a fit state to perform all duties.
* Must provide evidence of Australian residency or current working VISA.
* Actively participate in performance reviews, performance development, training (including Work Health and Safety and Fire Safety) and supervision opportunities.
* Maintain confidentiality in line with AnglicareSA policies.
* Attend a volunteer induction and orientation session.
* Participate in on-the-job training.
* Attend meetings and training connected to the area you work in.
* Wear the personal protective equipment provided for your role at all times whilst working.

**CrimTrac National Police History Check  DCSI Child-Related Employment Screening**

**ANGLICARE VISION**

Justice, respect and fullness of life for all.

**ANGLICARE PURPOSE**

AnglicareSA, on behalf of the Anglican Church, expresses God’s love for individuals, families and communities by:

* Making a positive difference to quality of life
* Responding to needs and issues in ways which enhance and protect dignity and integrity
* Promote social justice

**ANGLICARE VALUES**

* **Integrity**We act honestly and ethically and ensure accountability to those we serve and work with.
* **Compassion**We respond with sensitivity and empathy to the needs, abilities and aspirations of the people we work with and the communities we serve and work with.
* **Stewardship**We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.
* **Equity**We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
* **Servant Leadership**We place the needs of other first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

**ACCEPTANCE/AUTHORISATION**

Volunteer Name: ………..…….. Date

Volunteer Signature:

Name of Supervisor / Manager:

Signature of Supervisor / Manager:

Date: