

VOLUNTEER POSITION DESCRIPTION

Immunisation Support Volunteer Infant and Child Sessions

Objective:

To enhance the service delivery of Council's immunisation sessions by welcoming families to the immunisation centre and assisting with streamlining the pre and post vaccination process.

Tasks:

Welcome families on arrival to the centre
Provide families with initial relevant information
Provide screening information and refer to administration team
Provide support to staff during the immunisation / vaccination session
Oversee activities to help create a calm environment

Skills And Other Requirements:

- Excellent communication skills
- Punctual and reliable
- Sufficient physical fitness to carry out the required tasks
- Ability to work in a noisy, busy environment
- Enjoy working with young children
- Appreciation of our diverse community
- Clear and current police check (at Council cost)
- Current Working with Children Check
- Adhere to the Occupational Health and Safety practices/policies
- Language skills would be beneficial but not essential

Time Commitment:

1-3 hours per session

Locations

Paddy O Donoghue Centre, Noble Park
Dandenong Civic Centre Dandenong
Springvale Civic Centre, Springvale
Jan Wilson Centre, Noble Park North
Springers Leisure Centre, Keysborough

Support/Training:

A thorough orientation of the service will be provided by Immunisation staff prior to commencement.

On site the first line of support for volunteers will be the program staff at the immunisation centre.

In addition, volunteers are offered access to a minimum of four training sessions throughout the year to improve their skills in areas such as manual handling and emergency first aid.

Two formal volunteer recognition events will be held annually.

All volunteers will be provided with a Volunteer Information Kit and Job Description prior to commencement.

Other Comments:

A clear police report is essential (Council will cover cost for this check). In addition you will be required to complete a Working with Children Check.

The forms will be supplied by the Volunteer Co-ordinator, however you will need to complete and take to the post office for processing. There is no charge for having a Working With Children Check processed.

Contact Person:

If you have any further questions, please contact the Volunteer Program on, on 8571 5335, or email proche@cgd.vic.gov.au

GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the future and what's possible?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.

