VOLUNTEER POSITION DESCRIPTION
Planned Activity Group (PAG) Activities Assistant Volunteer

Objective:
Assist the Diversional Therapist and Activity staff in carrying out the days planned activities with clients.

Program Overview:
Council's Planned Activity Group (PAG) program aims to maintain an older and/or disabled individual's ability to live at home and in the community, by providing a planned program of structured activities.

The activities are aimed at enhancing the skills required for daily living and providing physical, intellectual, emotional and social stimulation. They also provide opportunities for social interaction as well as respite and support for carers.

The program caters for people from diverse backgrounds and there are also special groups that cater for the physical, mental, cultural and linguistic needs of individuals.

Tasks:
Assist clients with activities such as gentle exercise, craft, one to one conversations, crosswords, board games or quizzes. Provide gentle hand massages. Accompany and assist clients on selected outings as directed by staff. Assist with serving morning tea, lunch and afternoon tea. Assist with other activities as requested by staff. Monitor clients and report to staff any concerns or issues.

Skills and other requirements:
- Punctual
- Reliable
- Empathy for the elderly
- Good listening skills
- Good observation skills
- Understanding and appreciation of our diverse community
- Capacity to work as part of a team
- Ability to take directions from staff
- Awareness of safety issues
- Police check at Council expense
- Maintain client confidentiality
- Adhere to the Occupational Health and Safety practices
- Adhere to the Food Safety practices
- Update Food Safety training as needed.
**Time commitment:**
Volunteers would preferably commit to two – three hours once a week between the hours of 9.30am – 3.30pm.

**Location:**
6 MacKay Street, Springvale South
Cooinda Centre, Springvale South

**Support and Training:**
The first line of support for volunteers is the program staff followed by the Co-ordinator of the Volunteer Program.

A thorough orientation of the service will be provided by a Planned Activity staff member or an experienced volunteer.

On commencement new volunteers will be buddied up with an experienced volunteer who will provide on-the-job training with the guidance of the program staff.

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

Two volunteer recognition events will be held throughout the year (a) during National Volunteer Week in May and (b) end of year Christmas function.

**Other Comments:**
Monitoring the clients and providing feedback to the program staff is a key responsibility of this role.

**Council Wide Volunteer Program Contact Details:**
If you have any further questions, please contact Trish Roche, Co-ordinator, Volunteer Program, on 8571 5335, or email proche@cgd.vic.gov.au
GREATER DANDENONG
AN ORGANISATION OF EXCEPTIONAL CHARACTER

**RESPECTFUL (r)**
- 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.

**ENGAGED (e)**
- 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.

**ACCOUNTABLE (a)**
- 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.

**CREATIVE (c)**
- 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.

**HONEST (h)**
- 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.