

# 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  
Coinda 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](mailto: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.

