Meals on Wheels Volunteer

|  |  |
| --- | --- |
| **Department** | Social Connectedness |
| **Availability** | Monday to Friday between 9.30AM and 1.30PM |
| **Location** | Holder |
| **Category** | Working in our Services and Programs |
| **Building an inclusive, diverse and active humanitarian movement based on voluntary service** | |
| **Role purpose**  Meals on Wheels provide a daily fresh and frozen meal delivery service to those who, because of advanced age, ill health or disability are unable to prepare their own meals. The service is run out of the office in Holder and Volunteers are required between approximately 9.30AM and 1.30PM. | |
| **Role responsibilities**   * Deliver Meals chilled or frozen to clients * Support people to maintain independence in their own homes * Increase social contact for people who might otherwise have limited opportunities * Provide a regular check on peoples well being | |
| **Knowledge, skills and experience**   * Ability to work with a wide range of people from diverse backgrounds * Good interpersonal skills and a friendly manner * Commitment to the Fundamental Principles of the Red Cross * Respect for all people and the ability to maintain confidentiality * Available to work between 9.30AM and 1.30PM and to be punctual * Ability to work collaboratively in a team environment and display flexibility * Talk and listen to the clients but keep aware of time constraints * Write down any messages, problems or comments on the run sheet and report them to the Client Coordinator when you return * Report any incidents or accidents to your coordinator immediately * Complete the required paperwork when you return * Maintain a professional manner at all times and treat everyone you meet with sensitivity, dignity and respect | |
| **Check requirements**   * Current drivers license and registration (comprehensive car insurance is recommended) * Working with vulnerable people Card relevant to your state / territory location | |
| **Learning and development**   * Complete Red Cross online learning modules as required * Attend Red Cross Volunteer Induction, Program Training and ongoing training as required * Attend scheduled volunteer meetings, a minimum of two per year | |
| **General conditions**  We act always in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct  We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements  We comply with the Red Cross Workplace Health and Safety management system  We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way  We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters  *In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement*  **Humanity**  **Impartiality**  **Neutrality**  **Independence**  **Voluntary Service**  **Unity**  **Universality** | |