

POSITION DESCRIPTION

Aged Care Volunteer Visitors Scheme

Position title:	Advocare Aged Care Volunteer Visitor
Program:	Aged Care Volunteer Visitors Scheme
Reports to:	Community Development Coordinator
Position level:	Volunteer
Location:	Suburb will be determined by your application preferences <ul style="list-style-type: none">• Residential Aged Care Facility or• In home residents
Hours of volunteering:	<ul style="list-style-type: none">• Face to Face visit, Minimum 1 hour per fortnight• Minimum of 20 visits over 12 months (between July – June each year)• If you are having difficulties maintaining your visits, please notify us so we can assist you.• Weekly visits encouraged• Day and times to be agreed between volunteer and resident

1. Advocare Overview

Advocare is a leader in addressing the rights of older people and elder abuse. For more than 25 years, we have proudly helped older Western Australians access the right supports, information and protections available to them.

We are a not-for-profit organisation, completely independent from aged care providers. Our aim is to empower older people by giving them information and choice so they can make informed decisions to live the life they want on their terms.

Advocare's services focus on:

- Protecting the rights of older people
- Addressing elder abuse
- Overcoming social isolation; and
- Accessing aged care services

At Advocare, we believe our rights do not diminish with age

2. Key Accountabilities and responsibilities

Administration

- Agree to a national Police Check or NDIS Screen on commencement of role and every 3 years thereafter, at the cost of the organisation
- Agree to a Reference Check
- Complete honorarium forms and daily attendance registers at sites within agreed timeframe.
- Notify Community Development Coordinator with any changes to personal details
- Provide records of both Covid Vaccinations and current Influenza Vaccine

Functional

- Follow instructions and guidelines of the Residential Aged Care Facility including signing in and out
- Ability to work with people from diverse backgrounds
- To work within Advocare Policy and Procedures
- Inform Advocare staff of any concerns or changes with the older persons
- Keep all information relating to your client confidential
- Respect the rights of the older person
- To work in a safe manner and report any hazards and incidents injuries or property damage to Advocare Volunteer Coordinator.
- Lead, role model and comply with all health, safety and hygiene policies, systems and OH&S legislation to maintain an appropriate working environment

Operations

- Visit the older person on a weekly or fortnightly basis for a minimum of one hour per visit
- Contribute to and demonstrate by example, volunteers and leaders in a confidential and professional manner
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Strategic

- Identify Volunteer training needs that may be of assistance, e.g. dementia training
- Work with Community Development Coordinator to ensure all Volunteer issues are reported promptly and in line with Advocare policy
- Agree to notify Advocare at completion of volunteering or if you wish to visit another older person

Training Requirements

- Attend induction on commencement of volunteering
- Complete or attend all training pertaining to the program and volunteer role
- Attend on site induction for both Residential Facility and In Home visits

3. Advocare Values

As a volunteer, you are our ambassador, and our organisation is measured by your actions. Our values must underpin everything you do;

- **Integrity** – we will act with integrity to support an environment of honesty, confidentiality and mutual trust
- **Empowerment** – we will work with you to ensure you are well informed to make your choices and we will advocate with and for you
- **Social Justice** – we are here to protect the rights of older people. Human rights do not diminish with age
- **Equity** – We will support all older people, respecting the diversity of our community

4. Primary purpose and overview of the Aged Care Volunteer Visitors Scheme

The Aged Care Volunteer Visitors Scheme is an expanded program from the Community Visitors Scheme, which had been providing support, companionship and friendship for over 30 years across Australia.

The program is fully funded by the Australian Government.

The ACVVS program is a free service for older people living in a residential aged care facility or Home Care Package recipients who:

- Are socially isolated, including if they belong to a diverse, complex vulnerability or cultural group and
- Do not have regular and reasonable frequent positive and engaged contact with friends or relatives and
- Have frailty, mobility or communication impairment that prevents them from participating in social or leisure opportunities.
- Have been approved for, or are in receipt of government residential aged care of HCP and
- Do not participate in social support group services funded by a commonwealth subsidised aged care program

By providing friendship we can reduce social isolation for the recipients of the program

5. Benefits to volunteering

- Honorarium/ Reimbursement paid for each visit completed
- Access to the Employment and Volunteer Assistance Program
- Initial and ongoing support and training
- Opportunity to contribute to your community
- To make a difference to the life and wellbeing of an older person
- Dedicated Community Development Coordinator to support you