



CONTACT US

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Volunteer Information



Our Vision

Carers are valued and acknowledged by the wider community and have access to the support they need

Our Mission

To assist Carers with their caring roles through support and advocacy

Our Values

Professionalism—We are honest and responsive in all our dealings, and ensure confidentiality of information at all times

Equity—We value all people and seek to provide support to individuals according to their needs

Teamwork—As Carers, Volunteers and Staff, we work together to assist and support each other

Collaboration—We work in cooperation with the wider community and other agencies, towards providing the best support possible

Empathy—We respond to individual needs with flexibility, timeliness & care



Balaklava Volunteers

Volunteer Roles at SA Country Carers

Role	Skills required	Typical tasks
Handy Person / Vehicle Maintenance	Handy with tools and cars	Assist with maintenance and some minor repairs Checking and cleaning of organisational vehicles.
Activities Assistant	Effective communication, initiative, empathy.	Assist with clients on outings, meal preparation, cleaning
Administration Assistant	Effective communication, organising, computer	Phone answering, filing, collecting and distribution of mail, general office duties
Telephone Support	Confident and friendly phone manner, listening, effective organising skills	Regular contact with Carers over the phone
Driver	Drivers' Licence, safe driving skills, effective communication skills	Pick up and drop off clients for activities or programs
Events Assistant	Effective communication, effective organising skills	Assist with setting up and attendance at country shows, badge collection day and promotional events



Training

Training or refresher courses are held from time to time, especially in statutory areas such as Child Safe Environment and Manual Handling, and we encourage all volunteers to attend.

Meetings

As a volunteer we value your assistance. From time to time we arrange meetings to enable you to keep up to date with what is happening within the organisation. This is also an opportunity to contribute ideas and mix with other volunteers and staff.

Insurance

Whilst carrying out volunteer duties you are covered by SA



Review period

After three months we will provide the opportunity to discuss your role, your work, and your progress with your Manager.

Out of pocket expenses

Out of pocket expenses, (other than those incurred in getting to and from the job) associated with the volunteer position, will be reimbursed, subject to prior approval from your supervisor. SA Country Carers will not be liable for fines arising from traffic offences, including parking and speeding fines.

Thankyou for considering being a volunteer with SA Country Carers.

We value the time that volunteers give freely and appreciate the talents and knowledge that volunteers bring.



Who is a volunteer?

Volunteers freely give their own time and expertise without recompense.

Volunteers are fundamental to our Carers' community. They may bring many life and work skills to assist our growing body of Carers.

SA Country Carers recognises that volunteers are integral to the program of support to people accessing our services.

Volunteering is fun and satisfying and can build friendships and self confidence.

Volunteers' work compliments and supports that of paid staff in all facets of our services to our Carers.

Before starting

As a prospective volunteer we interview you to make sure of the best “fit” between you, your interests, and the role you may undertake, before making an offer of appointment.

Requirements

We do require reference checks, so we ask that you provide the names of at least three past employers, school referees, or organisations that you may have volunteered with.

Before starting you will be required to undergo a police check or screening (the cost is met by SA Country Carers). A past misdemeanour will not necessarily exclude you from involvement in our programs, but will be assessed in the light of the relevance of the breach to the work we do.

If you are applying for a position requiring driving we require a full current driving licence, and we will also ask you to pass our own internal driving test which is conducted by a qualified driving assessor.

If you are applying to work with young people we will require a Child Safe Environment certificate; we can arrange training, as in most cases, you will not be able to work with young people without it.

Zero Tolerance (Elder Abuse) training is also required if working with older vulnerable people. Training may be available if you require it to fulfil your volunteering role.

A senior first aid certificate is desired but not essential for some volunteer roles.

If the position calls for it we will arrange access to electronic mail and internet technology subject to your compliance with our IT usage policies.

The induction processes

Volunteers will be given an induction, which will cover :

- Role descriptions
- Reporting lines
- Work Health and Safety
- SA Country Carers – who we are
- Policies and procedures
- Team roles and responsibilities



Events Assistant
Trading Table at Burra



Telephone Support



Our new parent pockets are up and look fantastic. A huge thank you to **Eve Rogers** for organising and to the wonderful volunteers at SA Country Carers -Balaklava. 😊

