



**VOLUNTEER
ROLE DESCRIPTION – Home Visitation**

Position Title	Home Visitation Volunteer
Location	Wellsprings for Women Inc 79 Langhorne Street, Dandenong 3175
Mission Statement	<p>A vibrant, welcoming place for isolated women from local communities to gather for social connection and to encourage lifelong learning.</p> <p>In the tradition of the Presentation Sisters Victoria / Kildare Ministries we live and proclaim God’s love, through empowering isolated women to live their lives more fully</p> <p>Our values are:</p> <ul style="list-style-type: none"> • Welcome and Hospitality. • Respect for differing spiritual values and faith traditions. Respect for the dignity of all people
Responsible to	Home Visitation Coordinator for weekly texts on visits and all matters concerning participant wellbeing. Volunteer Coordinator for all other matters regarding volunteering.
Purpose	To empower women who are isolated and provide social support through home visits to encourage community connectedness.
Responsibilities and Duties	<ul style="list-style-type: none"> ▪ Commitment to Wellsprings’ Vision and Mission. ▪ Complete Wellsprings’ Home Visitation Training Program and additional training as required. ▪ Visit the participant in their home for approximately one hour. ▪ Provide a space for Participant to share their story. ▪ Listen with the heart and refer any concerns to HV Team. ▪ Abide by the Policies & Procedures of the Home Visitation Program & associated policies. ▪ Contact Wellsprings before and after each visit.
Time Commitment	<ul style="list-style-type: none"> ▪ Orientation and training sessions as required ▪ One hour per week or fortnight for visits, during school terms within Wellsprings work hours.
Skills/Personal attributes	<ul style="list-style-type: none"> ▪ Willingness to uphold the vision and mission of

Required	<p>Wellsprings for Women.</p> <ul style="list-style-type: none"> ▪ Ability to obtain and maintain a current Police Records Check and Working with Children Check. ▪ Attentive listening skills. ▪ Good communication and interpersonal skills. ▪ Punctual and reliable. ▪ Desire to work with women from various cultures. ▪ Ability to listen without judgment or advice. ▪ Maintain privacy and confidentiality of all parties at all times.
Training/Support	<ul style="list-style-type: none"> ▪ Induction to Wellsprings for Women. ▪ Compulsory Home Visitation Volunteer Training. ▪ Support from the Home Visitation Coordinator and the Volunteer Coordinator for debriefing and to our volunteer psychologist for debriefing if required.
Benefits	<ul style="list-style-type: none"> ▪ Development of visitation skills and experience. ▪ Reference after qualifying period (6 months). ▪ Personal reward and satisfaction from working in an environment that is of benefit to the community. ▪ Access to any free training offered to all volunteers. ▪ Opportunity to meet people and make new friends. ▪ Invitation to attend volunteer recognition and celebration events. ▪ Invitation to enroll in a program of your choice at Wellsprings free of charge.
Occupational Health and Safety	<ul style="list-style-type: none"> ▪ Volunteers must actively participate in the identification, reduction and reporting of potential hazards, issues and safe practices in the workplace. ▪ Volunteers must actively promote safety and safe work practices to other volunteers, staff and users of the centre.
Related documentation for Reference	<p>Home Visitation Policy Volunteer Policy Welcome to Wellsprings Volunteer Pack OH&S Policy Use of Motor Vehicle Policy</p>

Other relevant information:

- Volunteers are required to work within the guidelines of this description and to comply with the conditions of all volunteer policies. This includes but is not limited to those mentioned above.
- For legal and safety reasons, volunteers should not visit their participant outside Wellsprings office hours or on school holidays.

- It is part of Wellsprings for Women safety procedures that if a male is at home that you do not visit. If the male arrives home during a visit, you leave.
- Registered volunteers are covered by Liability Insurance and Personal Accident Insurance, however Motor vehicle insurance is the sole responsibility of the volunteer. It is recommended that volunteer motor vehicles are comprehensively insured. Volunteers without comprehensive insurance who choose to transport participants do so at their own risk.
- Volunteers are required to attend the formal Induction session with the Volunteer Coordinator.
- Some out-of-pocket expenses may be reimbursed by Wellsprings for Women but this should always be checked before outlay occurs.
- Obtaining and maintaining a current Police Records check and Working with Children check is required for this role. Should the ability to maintain this be breached then the volunteer undertakes to inform Wellsprings immediately.
- A separate form for Privacy and Confidentiality must be completed for this role.

Volunteer's Signature _____

Volunteer's Printed Name _____

Volunteer Coordinators Signature _____

Date _____