

Position Description

Title of Position: Volunteer Visitor

Project: Aged Care Volunteer Visitors Scheme (ACVVS)

Position Objective:

- To provide regular friendship and companionship to eligible aged care recipients of residential aged care or home care ('older people') who are socially isolated through regular one-on-one in person visits.
- To enhance the quality of life of older people and help them to feel more connected with their community.
- To increase older people involvement in social activities.

Organisational Relationship:

The position operates under the supervision and direction of the COTA ACT ACVVS Coordinator.

Responsibilities and Duties:

- Visit older people in their aged care home or a community venue (such as a senior's club).
- Participate and complete all required training modules.
- Adhere to the residential aged care home / community venue conditions of entry and rules when entering for the purpose of an ACVVS volunteer visit.
- Inform the ACVVS Coordinator of any difficulties with visiting a care recipient.
- Inform the ACVVS Coordinator if you intend to cease visiting on a temporary or permanent basis.
- Respect the rights of the ACVVS care recipient including confidentiality and privacy.
- Work within the policies and procedures set out by COTA ACT.
- Exercise a duty of care at all times.
- Report unsafe visiting environments to the ACVVS Coordinator.
- Notify the ACVVS Coordinator of any accident or incident that occurs whilst visiting.
- Report any concerns regarding abuse or neglect of the care recipient to the ACVVS Coordinator immediately.
- Comply with Public Health Orders for COVID-19 and influenza vaccination requirements in the ACT.

- Undergo a National Criminal History Record Check (commonly known as a 'Police Check') and a Working with Vulnerable People Check (WWVP) before commencing visits to care recipients.

Reference checks for screening purposes may also be requested.

Eligibility

- Any person over the age of 18 years who is willing to volunteer their time to provide friendship or companionship may apply to be an aged care volunteer visitor.
- Volunteers from a variety of backgrounds are suitable to assist in providing companionship to older people who would benefit from re-connecting with their culture, background, and becoming more involved in the community.

Skills

The following skills are highly desirable in an ACVVS volunteer visitor:

- Genuine empathy and understanding of older people.
- Good communication and listening skills.
- Bilingual language skills (not essential).
- The ability to work independently.
- A commitment to developing a strong and ongoing relationship with older people and to the ACVVS program.
- Willingness to act with integrity, respect, confidentiality, and dignity.
- The ability to be flexible.

Persons from a diverse, complex vulnerability or cultural background are strongly encouraged to volunteer.

Time Commitment

- A schedule will be agreed between the aged care home and the ACVVS Coordinator – subject to demand and availability, for three one-on-one weekly visits to older people for 40 weeks over a 12 month period.
- Training, meetings, and supervision may be outside these hours. Volunteers are encouraged to attend where possible. Zoom access and recordings may also be made available.

Once you have read the above information please sign and date below. A copy of this document will then be given to you for your records.

Name: _____

Signature: _____

Date: _____