

VOLUNTEER POSITION DESCRIPTION

Program area:	Stay Active
Relevant roles:	Nordic Walking Group Leader or support Volunteers; Walking Group Leader Volunteer; Companion Walking Volunteer; Sporting Group Leader Volunteer; Rainbow Steps Walking Group Volunteer, Exercise Support Volunteer.
Location:	Various sites: Castlemaine, Maldon, Harcourt and other towns in Mount Alexander Shire
Classification:	Volunteer
Reports to:	Volunteer Mentor, Volunteers Coordinator
Time commitment:	As required
Amendment date:	October 2023

Welcome to Dhelkaya Health

Welcome to the volunteer program at Dhelkaya Health. Our volunteers provide invaluable support to staff and enhance the quality of life of our patients, residents and community members. Dhelkaya Health values diversity and fosters a culture that is welcoming of all people, including but not limited to; Aboriginal and Torres Strait Islander people, people with a disability, lesbian, gay, bisexual, transsexual and intersex people, people experiencing health inequalities and culturally and linguistically diverse people.

About Dhelkaya Health

Dhelkaya Health is a new health service on Dja Dja Wurrung country; it is the coming together of Castlemaine Health, Maldon Hospital and CHIRP Community Health. Dhelkaya Health is shaping a better health system for the people of Mount Alexander Shire and beyond, while staying true and local in everything it does.

Dhelkaya Health delivers a diverse range of inpatient, outpatient, aged care, community health and outreach services to Mount Alexander Shire. It also delivers assessment, rehabilitation and allied health services to neighbouring shires.

Dhelkaya Health is committed to the quality, accessibility and sustainability of acute, aged and community-based healthcare, and family and housing services. Dhelkaya Health has campuses in Castlemaine and Maldon.

Position purpose

To assist Dhelkaya Health in the delivery of meaningful group (and/or one to one) exercise activities, across a range of existing exercise and walking groups - see this flyer for group details.

Role	Description
Nordic Group Leader Volunteer	Nordic Walking is a low impact form of exercise that activates 90% of the muscles in the body. This can result in toned upper arms, shoulders and back muscles, and a greater aerobic effect than regular walking with reduced strain on the lower body. Nordic Group Leader Volunteers who have been trained by the Nordic Walking academy are leading this program. Support volunteers assist with attendance sheets and first aid if required.
Walking Group Leader Volunteer (Weekly and Monthly)	Dhelkaya Health runs many weekly walking groups between Castlemaine, Maldon and Harcourt as well as monthly walking tours across the Shire. All groups are led by experienced Walking Group Leader Volunteers and run for up to one hour; and are often followed by a brief social catch-up.
Companion Walking Volunteer	Companion Walking Volunteers provide one to one gentle walking with individuals residing in Mount Alexander Shire who request companion walking.
Sporting Group Leader Volunteer	A range of sporting groups are run through Dhelkaya Health, including Table tennis and Pickleball. Groups meet weekly around Castlemaine and are led by an experienced Sporting Group Leader.
Rainbow Steps Group Leader Volunteer	Rainbow Steps is Dhelkaya Health's LGBTIQ+ friendly walking group. The Walking Group is led by an experienced group leader and runs for up to one hour; and is often followed by a brief social catch-up.
Exercise Support Volunteer	Social Support Services offer two Exercise and Strength Training classes every Wednesday 10.00am – 11.00am and 11.45 – 12.45.

Personal attributes required	General accountabilities
- Ability to engage with community members in a friendly, welcoming and supportive manner - Willingness to promote the benefits of regular exercise to exercise group participants, and within the broader community - Desire to maintain a level of fitness commensurate to leading an exercise group	- Obtain and/or maintain a current and satisfactory National Police Check - Completion of First Aid (including CPR component) - Contact Dhelkaya Health Volunteer Mentor if unable to attend the group - Report all accidents and incidents immediately to Dhelkaya Health Volunteers Coordinator - Oversee completion of attendance lists and return of these to Dhelkaya Health - Handle group communications (as required) - Participate and obtain satisfactory feedback through regular formal and informal performance review meetings. - Participate in and commit to ongoing workplace initiatives and activities in health and safety, quality improvement and risk management - Demonstrate behaviours that are consistent with the Code of Conduct for Victorian Public Sector Employees.

Nordic Walking Group Leader Volunteer (& Group Support Volunteer)	Accountabilities
	Group Leader Volunteer: - Lead the Nordic Walking Group, walking with group members - Provide first aid if required, ensure availability of First Aid kits and presence of two First Aid trained volunteers when the group walks - Ensure attendance lists are completed and submitted to Dhelkaya Health Group Support Volunteer - Provide general assistance to the Nordic Walking Group Leader Volunteer - First aid assistance if required
	Selection criteria - Completion of the Nordic Walking Academic training program – lead only - First aid training
Walking Group Leader Volunteer (Weekly and Monthly)	Accountabilities
	- Lead the relevant Walking Group, walking with group members at the group's pace and comfort level - Welcome any new participants - Ensure attendance lists and client registration forms are completed - Ensure availability of First Aid kits and presence of two First Aid trained volunteers when the group walks - Provide first aid if required
	Selection criteria - Reasonable level of fitness required to lead the group - First aid training - Ability to welcome new participants include all in a warm friendly manner
	Accountabilities
	To meet the individual requesting companion walking at a pre-determined location

Companion Walking Volunteer	• Notify the mentor if an incident occurs during the activity or if there are any concerns about the welfare of the individual
	Selection criteria
	• Ability to relate to and offer support to people of diverse backgrounds • First aid training
Sporting Group Leader Volunteer (e.g. Table tennis, Pickleball)	Accountabilities
	• Liaison with venue/sporting club manager to organise group logistics • Assistance with sporting group promotion and advocacy • Assist new members with registration forms, and ensure these are returned to the relevant reception area • Ensure the relevant venue is left in the condition it was found
	Selection criteria
	• Strong interest in and/or expertise in the sport
Rainbow Steps Group Leader Volunteer	Accountabilities
	• Lead the relevant Walking Group, walking with group members at the group's pace and comfort level • Ensure availability of First Aid kits and presence of two First Aid trained volunteers when the group walks
	Selection criteria
	• Reasonable level of fitness required to lead the group • Identifies as a member of the LGBTIQA+ community
Exercise Support Volunteer	Selection criteria
	• Provide support to the exercise class leader • An interest in supporting those to exercise
	Accountabilities
	• Meet and greet clients, ask them to sign into the class sign in sheet and take payment • Support Class leader to set up room in readiness for the class • Support Class leader during class by handing out weights and assisting where necessary • Assist with pack down of class.

Working within the scope of your role

Volunteers must not advise, counsel, or influence patients in any medical, legal or personal matters. Volunteers are never to engage in any clinical practices. Volunteers must keep information regarding patients, other staff members and hospital business, which they may sight while they carry out their volunteer role, strictly confidential.

Volunteer acceptance

I acknowledge that:

- I have read and understood the requirements of the volunteer position as outlined in my role as a volunteer with Dhelkaya Health.
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this volunteer role.

Name (print): _____

Volunteer role: _____

Signature: _____

Date: _____