



KNOX COMMUNITY HEALTH SERVICE:

VOLUNTEER POSITION DESCRIPTION

JOB TITLE: Volunteer - Post Natal Depression Group.

TEAM: Family Services Team

LOCATION: Post Natal Depression Group – Wantirna Early Parenting Centre, 275 Wantirna Road Wantirna

1. POSITION PURPOSE:

To assist with the children's playgroup while Mothers attend the 8 week PND group.

The volunteers will need to be at the venue 15min before and after group time, from 9.45am - 12.15pm currently.

2. DUTIES AND RESPONSIBILITIES:

- Set up & pack up the play room equipment with age appropriate play items.
- Turn on and off heating and fans if required.
- Assist mothers to complete sign in sheet and ensure all children and their belongings are issued name tags.
- Support children in their play if required.
- Assist children with their bottles, drinks and snacks if required.
- Assist children to access the toilets and wash hands if required.
- Alert mother if the child requires a nappy change.
- Alert group facilitators or parents of any concerns about a child.

3. SKILLS REQUIRED:

Must have an interest in children and be physically able to bend down or sit on the floor, hold and feed young infants if required.

4. ORIENTATION & TRAINING:

Standard orientation required for all volunteers including to the KCHS confidentiality and privacy policies. First aid helpful but not essential

5. QUALIFICATIONS AND EXPERIENCE:

Must have Working with Children Check & Police Check

Experience with children

Knowledge of age appropriate expectations

6. BENEFITS:

- Learn and develop new skills
- Actively assist in your community
- Sense of achievement and pride in helping others
- Gain new experiences
- An opportunity to meet a diverse range of women

7. CHALLENGES: (Optional)

An ongoing commitment is asked for the duration of a group. It is requested that if you commence volunteering for the PND group, you attempt to be available for the duration of the 8 week group. If you are unable to attend a session please contact the facilitator or supervisor at the earliest convenience.

If any challenges or concerns for the child are identified, please raise with the group facilitator at the end of the session. For immediate concerns, the mothers group may be interrupted to discuss with the facilitator.

8. SUPERVISED BY:

A member of the Family Services

9. FOR FURTHER INFORMATION:

Knox Community Health Service www.kchs.org.au