

CATA Group Inc.

Position Description and Duty Statement for Volunteer Craft and Activity Assistant.

(Reviewed February 2006)

Purpose of the Position.

The Volunteer Craft and Activity Assistant will help CATA staff to provide support and assistance to clients accessing services at the Day Centre and when on group outings as directed by Assistant Manager and/or Senior Activity Officer.

Responsible to.

The Volunteer Craft and Activity Assistant is directly responsible to the Assistant Manager and/or Senior Activity Officer.

Hours and Days of Duty.

Hours and days to be worked will be as rostered by CATA.

Skills and Experience Required.

Essential.

- Communications and interpersonal skills, especially with clients.
- Skills in various areas of arts, crafts and activities.
- Organised approach to all aspects of work and good time management skills.
- Understanding of teamwork and an ability to work as part of a team.
- Australian National Police Clearance.

Desirable.

- Experience in working with frail aged and younger people with disabilities.
- Understanding and appreciation of Occupational Health and Safety issues.
- Understanding of HACC Program.
- Current Senior First Aid Certificate.

Duties.

- Assist in the presentation of group and individual activities for clients in consultation with the Assistant Manager and staff.
- Assist clients with their chosen arts and crafts activities under the direction of the Assistant Manager and staff.
- Assist as required, with social activities, outings, camps and other general CATA activities.
- Assist with preparing morning tea and lunch.
- Assist in the daily setting-up of the venue for activities and cleaning away at the end of the day.
- Ensure that CATA's computer equipment is used in an ethical and appropriate manner, according to CATA's policies and procedures.
- Assist with ensuring that storage of equipment is maintained in an orderly and safe condition at all times.
- Be familiar with and follow emergency procedures for client and staff safety.
- Carry out any other duties as requested by the Assistant Manager and/or Senior Activity Officer.