

CATA Group Inc.

Position Description and Duty Statement for Volunteer Craft and Activity Assistant – Woodwork

(Reviewed February 2006)

Purpose of the Position.

The Volunteer Craft Officer will provide support and assistance to clients accessing services at the Day Centre and when on group outings.

Responsible to.

The Craft Officer is directly responsible to the Assistant Manager and/or Full Time Woodwork Officer.

Hours and Days of Duty.

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

Skills and Experience Required.

Essential.

- Interpersonal and communications skills, especially with clients.
- Planning and presentation skills in arts and crafts projects, especially woodworking craft projects.
- Organised approach to all aspects of work and good time management skills.
- Understanding of teamwork and 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 HACCC Program.
- Current Senior First Aid Certificate.

Duties.

- Assist clients with their woodwork activities under the direction of the Woodwork Officer.
- Assist as required, with social activities, outings and other CATA activities.
- Assist in the daily setting-up of the venue for activities and cleaning away at the end of the day.
- Assist with morning tea and lunch.
- 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 Woodwork Officer.