



Community Volunteer Support Worker & Student Placement Application

VOLUNTEER

What is Meerilinga Children and Community Services?

Vision and Mission

Meerilinga is a Western Australian not-for-profit organisation and registered charity that 'Promotes Positive Childhoods' through providing direct services and programs that work with children, families, childhood professionals and planners, social investment partners and the broader community.

Meerilinga's association with children dates back to 1911, to the pioneers of the kindergarten movement and continues today as a vibrant and innovative organisation and advocate for children's development, wellbeing and participation. Recognised for excellence, Meerilinga provides a range of education services, research activities and local community centres.

Our Vision

... providing enriches early education experiences for children through developing strong and connected communities.

Our Mission

...to be outstanding in the development and wellbeing of children and to support their families and community as a local, independent, charitable organisation.

Meerilinga Believes

...it is imperative to raise the status of children in Western Australia.

Meerilinga Works

...within the framework of the United Nations Convention on the Rights of the Child, focusing its expertise and resources on promotion, prevention and intervention.

Meerilinga Develops

...its strategies on the basis of sound evidence, expert advice and consultation across its extensive networks and alliances.

Our strategic focus is:

Education – Research – Facilities

Each of these core areas drive the services and programs of Meerilinga which are underpinned by promotion, prevention and intervention activities.

Our Values

Innovative

To contribute to our success as emerging **innovators** workers: desire and enable creativity, imagination, flexibility and reliability to attain the resources and skills for every venture into new areas, unanticipated areas of opportunity, response to emerging trends or challenges to achieve our social and business goals.

Loyal

To contribute to our success as a **loyal** valued organisation worker: involve children, families, each other and stakeholders in the decisions, services or products that affect them, do what we say we do, promote ourselves holistically and efficiently excel in our commitment to satisfy funders, clients and each other.

Respectful

To contribute to our success as a **highly regarded** organisation workers: work collaboratively and purposefully with families, stakeholders and each other, embracing diversity, adding value, achieving better outcomes, being non-threatening and contributing effectively.

Service Focused

To contribute to our success as a **responsive** service organisation worker: put children first, are flexible in their thinking, enable change for the better, continually monitor and improve performance, embrace training and development opportunities and build positive relationships with clients and each other.

Meerilinga Children and Community Services

Meerilinga is a not-for-profit organisation and registered charity that works to improve the well-being of children, families and communities within Western Australia. The organisation works collaboratively to facilitate a wide range of services, programs and activities. Meerilinga provides Universal service, child centred play-based and pre-kindy fee-for-service early learning programs, playgroups and operates a Registered Training Organisation (RTO) delivering high quality training to future early educators, parents/careers and volunteers.

The two primary outcomes for the Meerilinga Children and Community Services are:

- 1. EMPOWERING CHILDREN, FAMILIES and COMMUNITIES and**
- 2. MAINTAINING A FINANCIALLY SUSTAINABLE CENTRE**

The services are focused on embedding *Family Partnership* and *Asset Based Community Development* to focus on; engagement conversations with all community; identifying the strengths within our communities; co-design processes; shared delivery with community and ongoing review. Children, families and communities residing in the surrounding region will be offered for a broad range of activities that reflect the local community's aspirations and community profile. The aim is to cultivate a centre community where ideas are welcomed, shared and continuous learning is encouraged and where people are heard, diversity is celebrated and professional knowledge is supported. All staff utilise a strength-based approach that emphasises people's self-determination and strengths and recognise community as resourceful and resilient.

Meerilinga Children and Community Services are guided by a key set of values as follows:

- Respect for each other, the community and environment
- Empathy for the challenges faced by children and families and acknowledgement of capacity to reach their potential
- Creation of a genuinely welcoming environment that nurtures a sense of belonging for everyone Recognition and valuing of diversity

- Advocacy for children, families and those who work with them and continuously finding helpful ways to speak up about issues that matter to these communities

Philosophy of the Service

The Meerilinga Parenting Service offers parents the opportunity to strengthen their parenting skills.

The Service embodies a positive approach to strengthening the parent/child relationship and to reduce the difficulties experienced by families.

The service aims to empower parents to take control over their lives and that of the health and development of their children, and assist parents in their efforts to provide an appropriate and healthy environment for nurturing children.



Benefits and Support for You as a Volunteer/Student Placement

Meerilinga Children and Community Services Inc. would like to thank you for expressing an interest in becoming a Volunteer/Student Placement at Meerilinga.

What personal benefits can be gained by becoming a Volunteer/Student Placement?

- Involvement in the community.
- Opportunity to express opinions and impact on the community
- Personal/Professional development-gaining or maintaining personal skills either for personal fulfilment or with future paid employment or a change of direction in mind.
- Broadening of experiences and life enrichment.

What support system can the Volunteer/Student expect from the Meerilinga?

- The Community Service Coordinator and the Advisor of the service is always available for one-to-one consultations.
- Regular feedback and debriefing sessions are scheduled.
- Supplementary training is a part of your commitment to our service.
- Social activities.

Essential Requirements

These are compulsory and will be reimbursed where applicable.

- Working with Children Check (updated every 3 years)
- National Police Clearance (updated every 2 years)

Volunteers and Student Placements, like paid employees, work within Meerilinga Policies and Procedures and are required to complete relevant online training. See below:

	Name of course	e-version of link	Details of course	
1	WHS Induction Training	https://smartmove.safetylin.e.wa.gov.au/certificate/	<i>WHS Induction training – SMARTMOVE General and Community Services is a work health and safety (WHS)* educational resource. Complete the 'General Module' first.</i>	Govt. of WA – Worksafe On appointment and every 3 years after that.
2	Child Protection	https://moodle.communitie.s.wa.gov.au/file.php/1/PublicCourses/Mandatory_Reporter_Training/story.html	<i>This Mandatory Reporting Training Program will help you:</i> <ul style="list-style-type: none"> • understand the mandatory reporting legislation • recognise and respond to sexual abuse • make a mandatory report. 	Department of Communities. Child Protection and Family Support

Additional requirement for Student Placement, including all the above are:

- Certificate of Insurance
- Student Placement Agreement

Privacy Statement

Meerilinga respects your privacy. Protecting your personal information is important to us. At Meerilinga we only collect information that is necessary to administer membership, training and other services or to comply with any applicable laws and/or regulatory requests. The information we collect is used to ensure that your status as a client is recorded, to provide individuals with the service you require, or to comply with any applicable laws and/or regulatory requests.

Your details are strictly confidential. We do not make them available to any outside organisation or allow access to any person other than appropriate staff or authorised relevant authorities when access is legislatively required. Your signature below authorises Meerilinga to give information to relevant authorities to provide you with the service you require and when legislatively required.

To successfully complete your training Meerilinga may need to release information to your current employer regarding the status of your training including enrolment, attendance, unit progress, results and general updates on the progression of my training as required. Your signature below authorises Meerilinga to release only the information listed here. If you have any queries relating to information that Meerilinga holds and provides to persons outside of Meerilinga, please discuss them with your trainer upon enrolment.

As a client of Meerilinga you may ask to see the information held about you and/or have your information deleted from our mail out database. If you require further information on the personal details that Meerilinga holds and how the data is managed, please call (08) 9489 4022 or write to:

**Chief Executive Officer
Meerilinga Young Children's Foundation Inc.
PO Box 1177 West Leederville WA 6901**

Personal Information

Name: _____

Address: _____

Postcode: _____

Telephone H: _____

Mobile: _____

Email: _____

Date of Birth: _____

Emergency Contact Details:

Name: _____

Telephone: _____

Mobile: _____

Relationship to You: _____

Your Occupation: _____

Your Qualifications: _____

Cultural Background: _____

Languages: _____

Interests: _____

Driver's Licence No: _____

Expiry: _____

Working With Children Check No: _____

Expiry: _____

National Police Clearance: _____

Expiry: _____

Bank Account Details

Bank Name: _____

BSB No: _____

Account No: _____

COMMUNITY VOLUNTEER/SUPPORT WORKER/ STUDENT PLACEMENT APPLICATION FORM

What skills will you bring to Meerilinga?

How did you hear about Meerilinga?

Why do you wish to become a volunteer/do your placement with Meerilinga?

Do you have any physical or mental restrictions that may prevent you from working with children and families? Yes ☐ No ☐

Please comment:

Do you have your own transport? Yes ☐ No ☐

Are you available to attend training? Yes ☐ No ☐

Availability

Please nominate the day/s you are available to attend:

Mon ☐ Tues ☐ Wed ☐ Thu ☐ Fri ☐

Comments

COMMUNITY VOLUNTEER/SUPPORT WORKER/ STUDENT PLACEMENT APPLICATION FORM

Volunteers, please provide details of two referees.

Referee 1

Name

Contact Number

Referee 2

Name

Contact Number

Student Placements please provide details of supervisor.

Supervisor

Name

Contact Number

Signatures

I have read and fully understand the term of Volunteering/Student Placement with Meerilinga and declare this is a true and correct record.

Volunteer Signature

Date:

Guardian / Parent Signature

Date:

Community Service Coordinator Signature

Date:

Agreement

I, (print full name)

- Agree to apply for a Working with Children Check and/or National Police Check if not already in possession of one.
- Give permission for Meerilinga to maintain on Employee Connect (HR database), my personal information, relevant to my volunteer duties, which may be accessed by relevant staff members of Meerilinga in the case of emergency. I understand that this information will not be given to any other person or agency unless I give my specific permission.
- Agree that I have been shown and I am aware of my rights and responsibilities as a volunteer with Meerilinga and I agree to abide by them.
- Understand that photographs and videos may be taken by and of people participating in activities with Meerilinga. I understand that it is my responsibility to remove myself if I do not wish to appear in photographs/images/videos.
- Agree to abide by the code of conduct and policies and procedures of Meerilinga and to represent the organisation in a positive way.
- Will adhere to Meerilinga's policy on no smoking, alcohol or illicit drugs whilst engaged in volunteer activities or be under the influence of the same whilst engaged in volunteer activities.
- Agree to work in a manner that is safe to myself, other volunteers, paid staff and members of the public (Duty of Care).
- Agree to support a non-discriminatory and harassment free work environment.
- Agree to treat clients, staff and volunteers with respect, courtesy and consideration.
- Agree to participate in essential orientation and ongoing training arranged by Meerilinga as required.
- Agree to accept guidance and direction from the person to whom I am responsible in my voluntary role.
- Agree to work as part of a team.
- Agree to sign the attendance sheet at each volunteering session.
- Agree to inform the coordinator by phone if I unable to attend a session.
- Understand that by agreeing to be a volunteer, I will receive no financial compensation for my services except to be reimbursed for mileage.
- Agree to inform the Community Service Coordinator if I wish to discontinue my volunteer service and will give one week's notice in writing.
- When taking time away from the service for holidays, etc., I will notify the Community Service Coordinator at least one week in advance in writing.

Volunteer Signature

Date:

Parent/Guardian

Date:

Community Service Coordinator Signature

Date:

Confidentiality Agreement

Whilst working as a volunteer/student with Meerilinga, you may be required to collect information or have access to personal information on families. This information must be kept confidential at all times, including after you have left Meerilinga.

It is the responsibility of all Meerilinga volunteers/students to maintain the confidentiality and privacy of all families, staff, volunteers, students and organisational information to which they have access. This includes ensuring the security of documents, files, computer data, photographs and other information which is the property of Meerilinga.

If you have any questions regarding confidential information, please seek prior advice from the Advisor Children and Community Operations at your location.

I, (print name)

agree that I will maintain at all times the confidentiality of all privileged or proprietary information to which I am exposed while working as a Volunteer/Student at Meerilinga and after exiting the program, whether this information involves a family, paid staff person or other person, or involves overall agency business.

I agree that should I be uncertain about the appropriate use of confidential information, I am to discuss this with the Community Service Coordinator.

Volunteer Signature

Date:

Parent/Guardian Signature

Date:

Community Service Coordinator Signature

Date:

COMMUNITY VOLUNTEER/SUPPORT WORKER/ STUDENT PLACEMENT APPLICATION FORM

Checklist for Application

Name of Volunteer/Student: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Location Assigned: _____

Commencement Date: _____

Items Required – * Denotes <i>Mandatory</i>	Sent	Completed
*Volunteer/Student Placement Application Form	<input type="checkbox"/>	<input type="checkbox"/>
*Volunteer Interview	<input type="checkbox"/>	<input type="checkbox"/>
*Referee Response Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Driver's Licence – <i>for travel claims and forms part of ID proof.</i>	<input type="checkbox"/>	<input type="checkbox"/>
*Working with Children (WWC) Check/Form – third party certified	<input type="checkbox"/>	<input type="checkbox"/>
*Declaration Form signed	<input type="checkbox"/>	<input type="checkbox"/>
*Copy of National Police Clearance/Form	<input type="checkbox"/>	<input type="checkbox"/>
*Identification with 100 point proof check and third party certified <i>[eg: Birth Certificate, Passport, Medicare, Student School ID].</i>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Details – for travel claims	<input type="checkbox"/>	<input type="checkbox"/>
*Completed the Mandatory Online Training	<input type="checkbox"/>	<input type="checkbox"/>
*Volunteer/Student Placement contract	<input type="checkbox"/>	<input type="checkbox"/>
Additional for Student	<input type="checkbox"/>	<input type="checkbox"/>
*Certificate of Insurance – Student Placement only	<input type="checkbox"/>	<input type="checkbox"/>
*Student Placement Agreement – Student Placement only	<input type="checkbox"/>	<input type="checkbox"/>
*Student School ID Card – Student Placement only	<input type="checkbox"/>	<input type="checkbox"/>
Note: <i>[any information in addition to the above].</i>	<input type="checkbox"/>	<input type="checkbox"/>

Recommended by:

Name: _____

Signature: _____

Date

Approved to proceed by:

Name: _____

Signature: _____

Date

Approved to appoint by
Chief Executive Officer:

Date

Preparing For Interview

1. Name three personal strengths that would help you when volunteering with Meerilinga?

2. How do you think your own personal life experience will help you in your role as a volunteer?

3. What experiences/skills do you hope to gain as a volunteer at Meerilinga?

4. What would like to share with us about your family?

5. What is your experience working with other cultures

6. What does confidentiality mean to you?

7. Children's protection and wellbeing is primary to the needs of parents or other carers we support. How might you deal with prioritising children's needs versus parent needs?

8. Do you have any questions about Meerilinga or our services?

9. Is there anything more about yourself that you would like to share with us?

Thank you!