Meerilinga™
promoting positive childhoods

# 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

… Western Australia's foremost organisation for children.

### 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 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.

## 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.

## Required Professional Learning

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.safetyline.wa.gov.au/certificate/ | *WHS Induction training – SMARTMOVE General and Community Services is a work health and safety (WHS)* educational resource. Complete the 'General Module' first.* | Govt. of WA – Worksafe<br><br>On appointment and every 3 years after that. |
| 2 | National Principles for Child Safe Organisations: Module 7 | View Course | *Australian Human Rights Commission. Register with your Meerilinga email.* | On appointment |

# COMMUNITY VOLUNTEER/SUPPORT WORKER/ STUDENT PLACEMENT APPLICATION FORM

## Personal Information

Name: _____

Address: _____ Postcode: _____

Telephone H: _____ Mobile: _____

Email: _____

Date of Birth: _____

Driver's Licence No: _____ Expiry: _____

Working With Children Check No: _____ Expiry: _____

National Police Clearance: _____ Expiry: _____

**Bank Account Details,** Volunteers only if traveling.

Bank Name: _____

BSB No: _____

Account No: _____

**Emergency Contact Details:**

Name: _____

Telephone: _____ Mobile: _____

Relationship to You: _____

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 ☐

**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 | |

## 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/vaping, 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.

_____ Date: _____

Volunteer/Student Signature

_____ Date: _____

Parent/Guardian if under 18 years old

# COMMUNITY VOLUNTEER/SUPPORT WORKER/ STUDENT PLACEMENT APPLICATION FORM

## Required Volunteer/Student Documentation

**Name of Volunteer/Student:** _____

**Address:** _____

**Telephone:** _____ Mobile: _____

**Email:** _____

| **Items Required – * Denotes *Mandatory*** | **Completed** |
|---|---|
| *Volunteer/Student Placement Application Form | ☐ |
| *Volunteer Interview | ☐ |
| *Referee Response Sheet | ☐ |
| Copy of Driver's Licence – *for travel claims and forms part of ID check* | ☐ |
| *Working with Children Check (WWC) certified if over 18years | ☐ |
| *Declaration Form signed | ☐ |
| *Certified National Police Clearance if over 18 years | ☐ |
| *Identification with 100 point proof check and third party certified *[eg: Birth Certificate, Passport, Medicare, Student School ID]*. | ☐ |
| Bank Details – for travel claims | ☐ |
| *Completed the Mandatory Online Training | ☐ |
| **Additional for Student** | ☐ |
| *Certificate of Insurance – Student Placement only | ☐ |
| *Student Placement Agreement – Student Placement only | ☐ |
| *Student School ID Card – Student Placement only | ☐ |
| Declaration of Good Character, if under 18 years | |

Recommended by Co-ordinator:

Name:

Signature: _____ Date

Approved to proceed by CCS manager

Name:

Signature: _____ 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 does confidentiality mean to you?

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

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

| **Volunteer Recruitment Process** | **Completed** |
|---|---|
| Receive completed application form, including the requested documents and 100 point check. | ☐ |
| Contact the volunteer/student within 10 days to arrange an interview. | ☐ |
| Identify a core project /task for the volunteer based on their interests/skills through the interview process. | ☐ |
| Complete 2 references checks. | ☐ |
| Induction, including the completion of online training | ☐ |
| If volunteer/student has a support carer, the carer must also provide the required documentation and approval process | ☐ |

| **Induction Checklist** | | **Completed** |
|---|---|---|
| Location Assigned: | | |
| Start Date: | | |
| Supply uniform (if in ELP programs) | | ☐ |
| Workspace, login/email arrange, Sharepoint intro (if required) | | ☐ |
| Meet and greet with the CCS team | | ☐ |
| Scheduled check in meetings | 1.<br>2.<br>3. | ☐ |
| Meerilinga Website | | ☐ |
| Policies | Code of Conduct<br>Code of Ethics<br>Privacy Statement<br>Confidentially<br>Child Safe Environments | ☐ |
| First Aid and First aider on site | | ☐ |
| Emergency Management | | ☐ |
| Notice of absence | | ☐ |
| Reconciliation Action Plan | | ☐ |