



**Nardy
House**

NARDY HOUSE INC.

**SECTION 4
WORKFORCE DEVELOPMENT
PART D**

NHI Volunteer Package

July 2022

**ALL NHI DOCUMENTS SHOULD BE TREATED AS CONFIDENTIAL UNLESS
OTHERWISE ADVISED BY MANAGEMENT**



Nardy House looks for volunteers committed to our vision to support our many and varied programs to play an important role in our ability to provide services to children and adults with profound disabilities. With the continual growth in our programs and the ongoing commitment to new programs, the scope for volunteering is growing. Our volunteers are able to support us with ongoing support to clients, administration assistance, group support, one off volunteering and event support.

VOLUNTEER COMMITMENT

Some roles benefit from a volunteer who is able to make an ongoing commitment while others are ideal if you only have limited hours to donate as a volunteer. Where a role is directly supporting our clients we would like someone who is able to commit on a regular basis for at least six months. Short term and one off volunteers are always required for our fundraising and special events. We will work with you to find a volunteering role that fits with your availability.

CORPORATES AND STUDENTS

Please download our Information Sheets for Corporate Volunteering and Student Placement/Work Experience Information.

<https://nardyhouse.org.au/volunteer/>

INDIVIDUALS

We welcome interest people to contact staff at Nardy House to discuss volunteering options. Alternatively, you may send an email to jane.macgregor@nardyhouse.com.au or denise@nardyhouse.com.au

or ring us at 02 64938120

Why volunteer for Nardy House?

- To enrich your life and those around you
- To assist our clients to reach their true potential
- To understand your community
- To uncover or offer your skills, talents and expertise
- To meet new people
- To have fun and of course, to make a difference!

Nardy House Volunteers Enjoy.....

- Appreciation and acknowledgment of their volunteering
- In-house training of the highest standard
- Personal Accident and Public Liability insurance coverage
- A program based on the National Volunteering Standards set out by Volunteering Australia.

How can I volunteer?

Based on our opportunities available at the time, we will work with you to find the perfect place for you to volunteer. Ideally we will be able to match you with a program or activity that support both our organisation and your reasons for volunteering.

OUR PRIVACY STATEMENT: NHI collects your information to provide our services and may also use your information for mandatory reporting and accessing supplementary services.

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Volunteers might support Nardy House in the following ways:

- Administration Support
- Community Participation Support
- Community visits and client support
- Fundraising and marketing events & opportunities
- Outings
- In-house activities support

New opportunities are available all the time and please do not hesitate to initiate discussion on how your skills may support our clients in new ways.

The Application Process

Please forward the application form to jane.macgregor@nardyhouse.com.au or denise@nardyhouse.com.au

You will then be contacted to discuss your suitability for our available roles.

All Nardy House volunteers undergo a National Police Check and must sign a Confidentiality Agreement before volunteering can commence. Depending on the program and the volunteer role, you may be required to undergo a **Working with Children Check** and an **NDIS Worker Check**. For volunteers, both these checks are free and applications are made through the ServiceNSW website.

To register your interest volunteering and for more information about volunteering, please contact the Service Coordinator on: 02 6438120 or email jane.macgregor@nardyhouse.com.au or denise@nardyhouse.com.au



Student placements provide opportunities which benefit both Nardy House and student. Students undertaking a placement with us are able to gain industry knowledge of our services and learn valuable skills of working in the disability sector and Nardy House benefits from students' contributions to our work and the new ideas they may bring.

Tertiary education institutions value the practical experience available for their students and placements are an essential part of many courses. Placements can be accepted across many of our Nardy House programs.

Some factors do affect whether a program can accept student/s including:

- Programs may be going or have recently gone through client or staff changes that affect the ability to supervise a student effectively.
- The program may only run on a weekend
- Pending close down of the program for extended period ie December/January holiday period
- Support needs of a client/s
- Skill set or level of qualification required by the program

Placements for tertiary students

Requests for placements may be initiated by tertiary educational institutions (Universities, TAFE colleges), individual students or Nardy House staff. Students should be able to provide a Clinical Placement Authority and undertake an NDIS Worker C check as well as a NSW Working With Children Check.

Secondary students – Work Experience

Nardy House can offer students who may be interested in a career in disability support and experience in a small, person-centred facility which caters for a wide age range of participant with profound physical disabilities. Secondary school students on a formal work experience placement with a registered NDIS provider do not need an NDIS worker screening clearance or acceptable check as long as they are directly supervised by another worker who has an NDIS worker screening clearance, or who has an acceptable check.

Please contact the CEO or Service Coordinator on 64938120 or via email to

admin@nardyhouse.com.au or jane.macgregor@nardyhouse.com.au or denise@nardyhouse.com.au for more information and opportunities.



Name:

Address:

Street address	Suburb	State	P/code
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Telephone:

Home	Work	Mobile
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Email:

Emergency Contact:

Name	Relationship	Telephone
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Skills and Interests:

1. Education background: _____

2. Current occupation: _____

3. Hobbies, skills, interests _____

4. Volunteer experience: _____

Choices:

1. Please tick your particular preferences in relation to your volunteer work:

- No preference
- Events
- Working one-to-one with clients Fund raising
- Admin Canteen
- Management Committees
- Volunteer Supervision
- Volunteer Management

Volunteer Training

Other: _____

2. Please tick the persons/group you would prefer to work with as a volunteer:

No preference

Children

Adults

Children aged 8 –10

Teenagers

Children aged 11-13

Females

Males

Availability:

1. What days/times are you available for volunteer work? (Please tick)

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
AM							
PM							

2. Do you have a car/vehicle available for your volunteer work?

No

Yes

4. Is the vehicle insured?

No

Yes

5. Do you hold a current driving licence?

No

Yes

Expiry date: ____/____/____

6. Do you have any physical limitations or are you under any course of treatment, which might limit your ability to perform certain types of work?

No

Yes

7. Please list two (2) referees (not family) we might contact:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

9. How did you hear about us?

- | | |
|---|--|
| <input type="checkbox"/> Relations involved in organisation | <input type="checkbox"/> Other Newspaper |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Television |
| <input type="checkbox"/> Local Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Library | <input type="checkbox"/> Poster |
| <input type="checkbox"/> Training Course | <input type="checkbox"/> Website |
| <input type="checkbox"/> Other | |
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11. Are you committed (at this time) to any other training, work (paid or unpaid), travel plans that could affect your future availability? No
 Yes

Ensure that you have completed the screening procedure documents.

Thank you!

Primary documents 70 points	Document <ul style="list-style-type: none"> • Birth certificate • Birth card issued by the New South Wales Registry of Births, Deaths and Marriages • Citizenship certificate • Current passport • Expired passport which has not been cancelled and was current within the preceding two years • Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees
Secondary documents 40 points	Document - Must have a photograph and a name <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • Roads and Maritime Services (formerly RTA) photo card • Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (eg a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
35 points	Document - Must have name and address on <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last two years • Land Titles Office record • Document from the Credit Reference Association of Australia
25 points	Document - Must have name and signature on <ul style="list-style-type: none"> • Marriage certificate (for maiden name only) • Credit card • Foreign driver licence

	<ul style="list-style-type: none"> • Medicare card (signature not required on Medicare card) • EFTPOS card
25 points	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> • Records of a public utility - phone, water, gas or electricity bill • Records of a financial institution • Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny • A record held under a law other than a law relating to land titles • Lease/rent agreement • Rent receipt from a licensed real estate agent
25 points	<p>Document - Must have name and date of birth on</p> <ul style="list-style-type: none"> • Record of a primary, secondary or tertiary education institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

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Rights of Volunteers

- To be treated respectfully and be valued as an important member of the team.
- To receive on-going support and direction from the Coordinator and other employees.
- To work in a safe environment.
- To have grievances heard in accordance with NHI's Grievance Policies and Procedures.
- To be able to decline or withdraw from work if it is not suitable, or is placing excessive demands on a volunteer.

Responsibility of Volunteers

- To become familiar with, and work within, NHI's policies and procedures as relevant to their volunteer role
- Respect and maintain confidential information.
- Participate in relevant training and development.
- Perform responsibilities as defined in the volunteer's role description.
- Work within a team structure and accept any direction and supervision from appropriate paid staff
- Inform the Coordinator if they are unable to attend their volunteer role at any time
- Attend their duties punctually and perform tasks appropriately
- Work in a safe manner and not put others at risk
- Uphold the National Disability Standards and NHI's Code of Conduct
- Be willing to undertake screening checks and apply for volunteer worker checks if needed

Confidentiality and Privacy

Confidentiality is the preservation of personal information concerning the service user and the service user's family, which is disclosed in the course of asking for and receiving a service at Nardy House.

Any breach of confidentiality by a volunteer may result in termination of association with Nardy House. The only exception to this confidentiality is where:

- The service user consents to the release of the information.
- Notification is being made to the Department of Community Services and/or the NDIS Commission.
- Information has to be given to comply with legal requirements.
- A service user discloses suicidal or homicidal intent/actions.
- Information is needed in a medical situation, for example to ambulance or hospital staff

I have read and understand the *Statement of Rights and Responsibilities of Volunteers* and will carry out these duties in an appropriate manner.

Name _____

Signature _____ Date _____