



## Volunteering at Allowah

Thank you for your interest in volunteering at Allowah, we greatly value the contribution volunteers make to the care and service provided to our children and families. The following information outlines the basic process for becoming a volunteer – what it will involve from you before you start, and once you begin. If you have any questions, please send us an email at [volunteer@allowah.org.au](mailto:volunteer@allowah.org.au).

### 1. Paperwork

You will receive information about the volunteering position (**Job Description**) and asked to complete an **Application Form**, providing the following information:

- a. Your personal details (*you must be at least 16 years old*)
- b. Working with Children Check\* details
- c. NDIS Worker Clearance\* details
- d. Evidence of COVID-19 vaccination (3 doses)
- e. Why you want to volunteer at Allowah
- f. Personal references

*\*If you wish to find out more about the position before acquiring this clearance, you may be able to arrange to obtain it after completing the interview and confirming that you wish to proceed to become a volunteer.*

### 2. Interview

If your paperwork is satisfactory, an **Interview** will be arranged for you to talk with one of the Allowah staff about the role and why you think you'd be suitable for the role. It is also an opportunity to find out more about what you can expect as a volunteer and the kinds of activities you might be involved in. In addition to your interview, we will contact your provided referees to get a sense for your suitability.

### 3. Training

If you are a good match for the role, you will be provided with a **Training Package** to complete in preparation for coming to Allowah to begin your volunteering. *There is additional on-site training that is done during your orientation visit.*

The pre-requisite training includes:

Training Topic	Format	Time involved
<b>Child Protection</b>	Video and Quiz	20 mins
<b>Infection Control – Hand Hygiene</b>	Online Course	30 mins (est.)
<b>Infection Control – Prevention &amp; Control</b>	Slides and Quiz	20 mins (est.)
<b>Manual Handling</b>	Slides and Quiz	15 mins (est.)
<b>Work Health and Safety</b>	Slides and Quiz	25 mins (est.)
<b>NDIS Worker Orientation</b>	Online Course	90 mins
		<b>Total: 3 hr 20 mins</b>

## 4. Orientation

Once the prerequisite training is completed and confirmed, a time will be arranged for you to come on-site for **Orientation**. During this time, you will be shown around the facility and introduced to staff and kids. You will receive hands-on training to help you know how to interact with the kids. You will be given clear instructions on what you can and can't do as a volunteer and shown what to do if you ever need help or are concerned about a child.

## 5. Ongoing Volunteering

A plan for your ongoing visits will be coordinated so that you know what times you are able to come on-site. During your first 3 months of regular visiting, you will be given supervision to help you as you settle in and learn what to do. You will then have a **First Review** meeting with us to find out how you're going and if there's any issues. We aim to provide you with ongoing support which includes an **Annual Review** from then on. Elements of the Training Package must also be completed on an annual basis to ensure you are well equipped for volunteering in the Allowah environment.

## 6. Part of our Community

We love our volunteers and hope that you soon feel like part of the Allowah community. We aim to include volunteers in our events and celebrations. You will be added to our **Volunteer Newsletter** so we can keep you up to date about what's going on at Allowah. We also love to acknowledge and celebrate the wonderful part that volunteers play each week in making Allowah a place of fun and warmth for the kids. You will also have the opportunity to give **Image Consent** so we can feature you in our social media, website and email communications.

### ★ Ready to get started?

Email [volunteer@allowah.org.au](mailto:volunteer@allowah.org.au) and request the Application Form.