



Volunteer Role Description
Community Visitor

Volunteer Role Description: **Community Visitor**

General Details	
Title: Community Visitor	Locations: - Aged care home of care recipient - Own home of care recipient
Project: Community Visitors Scheme (CVS)	Time Commitment: At least once a fortnight – flexible days
Department: Projects and Programs	Duration: 2019 – June 2021

Role Purpose
Community Visitors make regular social visits and provide companionship and friendship to a resident or group of residents of an Australian Government subsidised aged care home or a person in their own home who is receiving a home care package.

Key Responsibilities
<ul style="list-style-type: none">• visit a designated recipient of aged care services at least once a fortnight• provide friendship and companionship• undertake activities that are appropriate for the individual or the group This may include, for example;<ul style="list-style-type: none">• playing cards or board games• conversation• reminiscing• craft• respect the rights of individuals including confidentiality and privacy• always exercise a duty of care• record and submit monthly reports to the COTA SA CVS Coordinator• maintain regular effective communication with the COTA SA CVS Coordinator to discuss your visits and any concerns that may arise

Requirements
<ul style="list-style-type: none">• National Criminal History Record Check (commonly known as a "police check")• Statutory Declaration for people who have been a citizen or permanent resident of a country/countries other than Australia since the age of 16• Enter into an agreement to become a visitor operating under the COTA SA CVS program by signing and returning this Role Description• Successful completion of COTA SA CVS orientation session• Ability to undertake visits regularly and at least once a fortnight• Ability to continue visits over the project period• Attendance at scheduled volunteer meetings and ongoing training as required• Adherence to COTA SA policies and procedures• Adherence to CVS Handbook, policies and procedures

Your Skills and Abilities

- a genuine empathy and understanding of older people
- good communication and listening skills
- being empathetic and non-judgemental
- the ability to work independently
- a commitment to developing a strong and ongoing relationship with an older person and to the CVS program
- the ability to be flexible

Your Related Knowledge and Experience

- Aged and aged care related
- Understanding of issues affecting older people who wish to remain living independently at home within the community, including those from different cultural backgrounds and who are from diverse communities.

Organisational relationship

The Community Visitor is responsible to the COTA SA Head of Programs Business and Development through the Project Manager – Peer Programs.

Volunteer out of pocket expenses

Volunteers will be reimbursed for out of pocket expenses as per the COTA SA Volunteer Travel Policy. Public transport fare or equivalent will be reimbursed for training and support meetings held at the COTA SA office, or as negotiated with the CVS Coordinator.

Volunteer Agreement

- I agree to abide by the conditions set out in this Volunteer Role Description.
- I have read and agree to abide by the conditions set out in the COTA SA volunteer handbook and the COTA SA CVS handbook.
- I agree that information about me can be provided to aged care providers, care recipients and funding bodies that are relevant to my volunteer role.

Volunteer Name: _____ Date: _____

Volunteer Signature: _____

Volunteer Supervisor: _____ Date: _____

Volunteer Supervisor Signature: _____

Privacy Statement

COTA SA's Privacy Statement is on the COTA SA website cotasa.org.au/privacy If you would like a printed copy posted to you, please phone Volunteer Coordinator Paloma Wraith on 08 8232 0422