

POSITION DESCRIPTION

**Our Mission is to empower individuals, families and communities
to meet the challenges of life and relationships.**

POSITION TITLE	TRAMS Volunteer		
LOCATION	Toowoomba		
REPORTS TO	TRAMS Volunteer Coordinator		
PROBATION PERIOD	Three (3) months with the option to extend to six (6) months		
AUTHORISED BY	The Director	REVIEW DATE	July 2019

Overall Purpose

The purpose of the volunteer is to support the clients of the Toowoomba and Refugee and Migrant Service (TRAMS), in consultation with the TRAMS coordinator in a variety of ways, including Orientation classes, the homework program and employment support.

Duties

As a member of CatholicCare's volunteer team generic duties include:

- Provide Coordinator with client related information in a timely and confidential manner;
- Report child protection issues/concerns to the Coordinator;
- Complete relevant TRAMS documentation in a timely and confidential manner;
- Participate in productive working relationships with TRAMS and relevant CatholicCare staff and other volunteers;
- Actively participate in supervision meetings (*where necessary*) and in appropriate professional development to fulfil duties;
- Participate in TRAMS meetings;
- Maintain appropriate boundaries with clients and report any conflicts of interest to the Coordinator;
- Report any workplace, health and safety concerns, hazards, accidents and incidents to the Coordinator;
- Comply with CatholicCare's Policies and Procedures, including the Workplace, Health and Safety Framework and Guidelines;
- Contribute to, and be part of, the organisational culture with a focus on CatholicCare Mission and Vision, teamwork, cooperation, client service, quality, safety and confidentiality;
- Ensure the efficient use and maintenance of CatholicCare-provided materials and equipment;
- Other duties and responsibilities from time to time that you are competent and trained to do.

Duties – Primary Tutor

Primary Duties:

The main task is to assist child clients with their homework and support them in their learning.

- In accordance with their individual needs, assist them with their understanding and completion of homework supplied by the school;

- Help and encourage children to develop their reading comprehension, improve their spelling and maths skills;
- Support parents/guardians in their understanding of the Australian education system with regards to schooling, homework, and participation and their role in supporting their child/ren;
- Complete relevant documentation and ensure it is given to the Coordinator in a timely manner.

Duties – Child Minder

Primary Duties:

The main task is to nurture and protect children at TRAMS whilst their mothers/guardians participate in English classes.

- In accordance with their individual needs, nurture the child/ren’s creativity and learning through play;
- Gently guide child/ren to respect and care for others and self;
- Liaise with parent/guardian regarding their child/ren’s well-being;
- Closely supervise children at all times to prevent injury or emotional harm;
- Complete relevant documentation and ensure it is given to the Coordinator in a timely manner.

Duties – ESL Tutor

Primary Duties:

The main task is to teach a small group of clients basic English language and literacy.

- Following the provided curriculum, conduct needs-based classes with an emphasis on developing speaking and listening skills, reading, writing as well as basic numeracy;
- Encourage clients to become more independent by working with them to increase life skills and competencies;
- Gently guide child/ren to respect and care for others and self;
- Evaluate the progress of each client and ensure appropriate teaching levels are provided;
- Complete relevant documentation and ensure it is given to the Coordinator in a timely manner.\

Duties – Bus Driver

Primary Duties:

The main task is to collect English class students on the Bus Roll from their house and transport them to TRAMS English class.

- Drive safely complying with all road rules including ensuring all passengers are wearing seat belts and children are correctly harnessed into age appropriate car seats;
- Report any mechanical issue, car accidents or issues of concern to the Coordinator;
- Complete relevant documentation and ensure it is given to the Coordinator in a timely manner.

Duties – Specific Topic Tutor (Employment, Computer, Citizenship)

The main task is to teach/assist clients with developing understanding and skills on a specific topic.

- Encourage clients to become more independent by working with them to increase life skills and competencies;
- Complete relevant documentation and ensure it is given to the Coordinator in a timely manner.