

Register for FREE

Contact us on 9349 8200 or
vast@jnc.org.au and receive:

- ⇒ Ongoing training updates. You can also go to <http://www.jnc.org.au/JNCVAST-Training.htm> to view our training courses and facilitators.
- ⇒ Ongoing Volunteer Management Updates showing the latest research for good practice when involving volunteers.
- ⇒ Receive invitations to Professional Development events for Community Workers, Managers, Volunteer Co-ordinators. Some of these events are FREE!

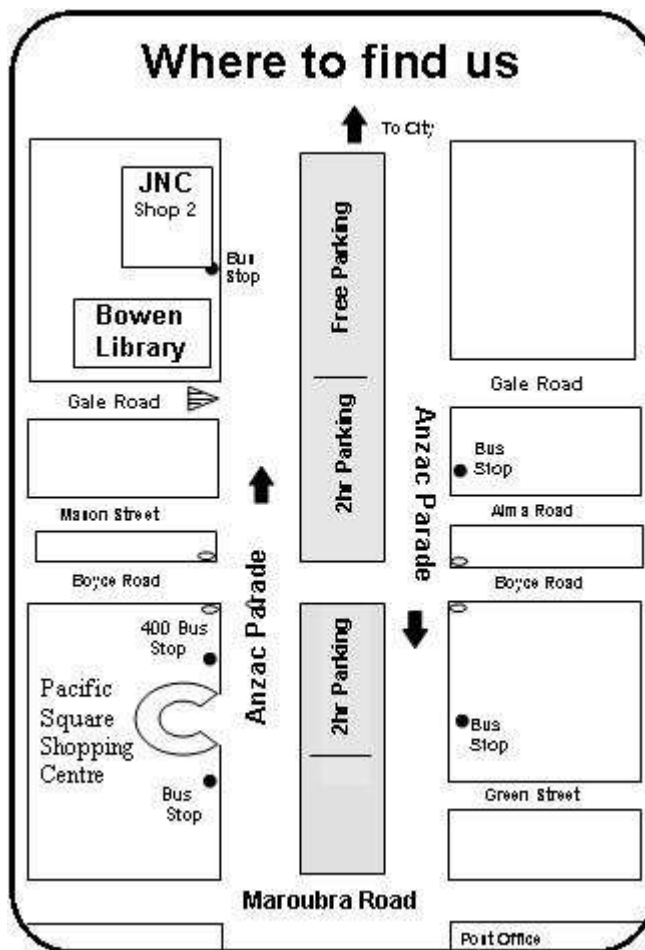


This is what VAST participants say:

"I learned heaps! I am so grateful-thank you"

"I like the way of presenting as it's interesting. Thank you so much for it".

Book VAST Training now!



SHOP 2

(Bowen Library Building)
669-673 Anzac Parade,
Maroubra Junction, 2035

Hours: Mon-Fri 9am—4.30pm
Wednesdays: Closed

Phone: 9349 8200 Fax: 9344 7294
Email: vast@jnc.org.au
Web: www.jnc.org.au



'VAST is The HACC Training and Volunteer Recruitment Project in the Eastern Suburbs and the City of Sydney.'

Our goal is to help your community organisation:

**Grow, Improve,
Achieve!**

Phone: 9349 8200
vast@jnc.org.au



Who are we?

The Volunteer & Service Training program (VAST) is part of The Junction

Neighbourhood Centre. We are funded by Aging, Disability & Home Care to Support Home and Community Care (HACC) services across the City of Sydney and the Eastern Suburbs.

VAST has two purposes:

1. to act as the HACC Training Project in these areas by providing training to HACC workers, volunteers and Management Committees.
2. to act as the HACC Volunteer Recruitment Project in these areas by recruiting, training and placing volunteers within HACC services.



VAST Training Service

Affordable and High Quality Training.

All VAST training courses and programs are delivered by accredited and highly experienced trainers. VAST is funded to deliver training and therefore organisations are only charged a small fee.

Some of our Training Topics are:

- ⇒ Workplace Communication and Worker Self-Care.
- ⇒ Office Administration and Customer Service
- ⇒ Community Work –Safe Home Visiting, Duty of care, Professional Boundaries, Assessment Skills and many more.
- ⇒ Management and Leadership
- ⇒ OH & S, First Aid and Orientations for new volunteers and HACC staff
- ⇒ Computer and software training

Others include Legal Issues, Marketing or Tender Writing skills and many more!

Nationally Recognised Training

Some VAST training courses are also nationally recognised and give you the opportunity to attain further qualifications. VAST works in partnership with Recognised Training Organisations for the delivery of units from the Certificate I, II, III and IV in Community Services as well as units from the Diploma of Management.

Training & Development Programs

VAST delivers an innovative learner centered Conflict Coaching Program where participants attend a series of sessions in which they are supported by an accredited Conflict Coach. This program provides strategies you can implement in your own workplace over a period of time. Then with further coaching sessions you develop your own conflict resolution skills.

If you are **Non-HACC** funded and work in the community sector you may also be able to attend VAST training. Contact VAST for more information.

Volunteer Recruitment & Referral Service

If you have volunteers working within your HACC service, VAST can assist you with the recruitment of these volunteers. This is a FREE service. If you would like VAST to recruit volunteers for your organisation, please refer to these steps:

Step 1: Call us on 9349 8200 or email vast@jnc.org.au.

Step 2: You will be contacted by VAST to clarify details of your volunteer vacancies. The search for your volunteers is initiated.



Step 3: VAST will advertise your volunteer vacancies through several specialised websites and other volunteer recruitment services. VAST also advertises these vacancies in public places such as libraries, universities, TAFE Colleges, and through several Volunteer Expos and Information Sessions. VAST also uses multiple marketing materials including brochures and posters. This is why VAST is able to interview more than 150 volunteers per year.

Step 4: Once potential volunteers have applied for your vacancies, VAST has a preliminary interview with them to ensure they meet your requirements according to the information you provided us with.

Step 5: VAST refers potential volunteers to your organisation for you to make a final decision. VAST then follows up with you and the volunteer to clarify if the volunteer has been placed with your organisation or if you have any further recruitment needs.