

## Volunteer Orientation Course



### Overview

This Volunteer Orientation Course will introduce you to volunteering with Home and Community Care (HACC) services. We will explore volunteering trends, opportunities and pathways. This one day training session will show you how to be an effective volunteer and the most important aspects of working with clients, workers and other volunteers.

#### After this training session participants will be able to:

Apply knowledge of the volunteering sector to a volunteer role

- ✓ Volunteer rights and responsibilities
- ✓ OHS for volunteers
- ✓ Duty of Care for Volunteers
- ✓ Privacy and confidentiality issues

Apply basic work practices to a volunteer role

- ✓ Personal values
- ✓ Communication skills
- ✓ Assertiveness
- ✓ Managing conflict
- ✓ Working with people with a disability
- ✓ Working with people from culturally and linguistically diverse backgrounds

<b>Who can attend?</b> Volunteers Only	
<b>Date:</b> Wednesday 22 February 2012 <b>Time:</b> 9:30-4:00pm	<b>Venue:</b> Level 3 Bowen Library. 669 Anzac Pde, Maroubra Junction 2035
<b>Date:</b> Saturday 5 May 2012 <b>Time:</b> 10:30-3:30pm	<b>Venue:</b> Level 3 Bowen Library. 669 Anzac Pde, Maroubra Junction 2035
<b>Cost: Free</b>	
<b>Facilitator: VAST</b>	

**Bookings are essential.**

Please go to our website to download the booking form

<http://www.jnc.org.au>

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home and community care

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM  
 PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED