

We welcome your application to become a volunteer with Amana Living to join us on a journey of enrichment to enhance our services for people living the second half of life.

WHO ARE WE

Amana Living is a **'not for profit'** organisation that has been caring for older Western Australian's since 1962.

Amana means truth, integrity, and nurturing. *Living* is representative of our philosophy of helping our residents and clients to optimise their quality of life, by delivering a diverse range of aged care, accommodation and home care services and striving to create an environment of comfort, security and support.

What sets us apart as an aged care provider is not so much who we serve and what we provide, but rather *how we* provide care and services and *why we* do it. Our emphasis on personal enrichment ensures that our residents and clients continue to "live life" by staying well, maintaining their previous interests and developing new ones.

WHERE WE OPERATE

Amana Living provides residential care, independent living, home care services, respite care, transition care and dementia services, with 32 sites spread across Perth metro area, Australind, Kalgoorlie and Albany.

Most volunteers work in our care centres which accommodates over 700 residents, and in our day respite clubs where we provide enriching activities for around 150 clients.

HOW YOU CAN HELP

First and foremost, we aim to provide the most relevant range of services to older people and the best available care.

To do this we rely on the enthusiastic support of our staff and volunteers. Amana Living has almost 200 volunteers who dedicate their time to enrich the lives of our residents and clients.

Most of our volunteer roles do not require formal qualifications, just a caring and willing nature, a cheerful and positive approach and a few hours of time.

We place our volunteers according to their preferences (e.g. talents, skills, interests, availability and location) and the needs of the staff, residents and clients to ensure a mutually beneficial and rewarding experience.

WHAT ARE THE BENEFITS

It's clear to us that our volunteers enhance our residents' and clients' well-being and that volunteers are a vital part of the Amana Living community.

Volunteers at Amana Living enjoy the experience of making a real difference while being part of a supportive and passionate team.

Volunteers have a passion for giving back to the community and Amana Living supports volunteers in their role by providing regular training, on-site support and mentoring and regular social events.

VOLUNTEER APPLICATION PROCESS

VOLUNTEER RECRUITMENT PROCESS

Step 1

Register your interest to volunteer via email to volunteers@amanaliving.com.au or via the Volunteering WA website.

Step 2

All applicants will be interviewed via telephone. Following the successful interview, the shortlisted applicants will be matched to any suitable vacant volunteer position.

Step 3

All shortlisted applicants will be required to attend an on-site meeting and will be advised of the time and date of their meeting. Every endeavor will be made to determine a date and time suitable to the applicant.

The below documents are to be completed and returned;

- Volunteer Application Form
- Commitment to Mission, Values, Philosophy of Care and Code of Conduct
- Statutory Declaration
- National Criminal History Check

Step 4

Once an appointment has been determined, the successful applicant will be advised in writing and, subject to acceptance, all other applicants will be advised of the outcome of the selection process.

Step 5

The Site Volunteer Champion will contact the successful applicant to arrange a start date and time. On the first day, the volunteer will undertake an orientation program.

NATIONAL POLICE CHECK

What is a criminal history record check?

A criminal history record check reveals whether an individual has been charged with and/or convicted of a criminal offence which has not been removed from their record under a 'spent conviction' scheme.

Assessing a criminal history check

Amana Living has a responsibility to adequately assess the criminal history of staff and volunteers and document the decisions they have made in relation to the requirements. We have the highest regard for the protection and safety of our residents, clients, staff and volunteers when considering if a person is suitable to provide services to care recipients. We must also protect the privacy of the individuals who are the subject of the criminal history check.

Amana Living reserves the right to request volunteers to renew the required clearance/s at least every three years.

VOLUNTEER APPLICATION FORM

PERSONAL DETAILS

Title:	First Name:	Preferred Name:
Surname:	Date of Birth: / /	
Street Address:		
Suburb:	Postcode:	
Mobile:	Home:	
Email Address:		
Employee of Amana Living	Current <input type="checkbox"/>	Previous <input type="checkbox"/> No <input type="checkbox"/>
Volunteer of Amana Living	Current <input type="checkbox"/>	Previous <input type="checkbox"/> New <input type="checkbox"/>

Subscribe to be notified of social events & Amana Living newsletters:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How did you hear about us:		

EMERGENCY CONTACT

First Name:	Surname:
Contact Phone Number:	Relationship to you:

AVAILABILITY Please tick all that apply

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Frequency: Daily Weekly Fortnightly Monthly Occasional

Available on Public Holidays Yes No Comments: _____

Available during School Holidays Yes No _____

PREFERRED LOCATIONS Please advise which location(s) you would prefer to volunteer at

Residential Services

Kinross Care Centre, Kinross	<input type="checkbox"/>	Lady McCusker Home, Duncraig	<input type="checkbox"/>
Moline House, Karrinyup	<input type="checkbox"/>	James Brown Care Centre, Osborne Park	<input type="checkbox"/>
St George's Care Centre, Bayswater	<input type="checkbox"/>	Peter Arney Home, Salter Point	<input type="checkbox"/>
Lefroy Care Centre, Bull Creek	<input type="checkbox"/>	Frederick Guest Hostel, Bull Creek	<input type="checkbox"/>
Hale Hostel, Coolbellup	<input type="checkbox"/>	Thomas Scott Hostel, Camillo	<input type="checkbox"/>
Parry Care Centre, Lesmurdie	<input type="checkbox"/>	Wearne House, Mandurah	<input type="checkbox"/>
Edward Collick Home, Kalgoorlie	<input type="checkbox"/>		

Clubs

Club Quinns, Quinns Rocks	<input type="checkbox"/>	Club Kinross, Kinross	<input type="checkbox"/>
Club Wanneroo, Wanneroo	<input type="checkbox"/>	Club Alexander Heights, Alexander Heights	<input type="checkbox"/>
Club Catherine King, Osborne Park	<input type="checkbox"/>	Club Lefroy, Bull Creek	<input type="checkbox"/>

Transition Care

TC Bull Creek, Bull Creek	<input type="checkbox"/>	TC Mosman Park, Mosman Park	<input type="checkbox"/>
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Home Care

KITES

PREFERRED ACTIVITIES Please indicate your preferred activities, starting at 1 as your most preferred.

Art, Crafts & Games	<input type="text"/>	Technology Activities	<input type="text"/>	Gardening	<input type="text"/>
Men's Group	<input type="text"/>	Music & Singing	<input type="text"/>	Hairdressing & Beauty	<input type="text"/>
Reading & Stories	<input type="text"/>	Social Support	<input type="text"/>	Driving	<input type="text"/>

WHAT ARE YOUR SPECIAL HOBBIES & INTERESTS?

WHY WOULD YOU LIKE TO VOLUNTEER AT AMANA LIVING?

DISABILITY / INJURY Please list any illness, injury or medical conditions that may limit your ability to participate in certain tasks or activities.

REFEREES (Not relatives) Please provide names of two adults (18+) who would be willing to speak on your behalf.

Referee name:	Phone:
Referee email:	
Relationship to referee:	

Referee name:	Phone:
Referee email:	
Relationship to referee:	

PRIVACY STATEMENT

Information provided will be retained by Amana Living confidentially and disposed of in accordance with legal retention requirements.

I have read and understood all information set out in this document and authorise Amana Living to retain my personal information and contact my referees to provide any information relevant to this application.

I authorise Amana Living to retain a copy of my National Police certificate/s and Statutory Declaration/s for the purposes of complying with the Aged Care Act 1997 and for the purposes of an audit.

Name: _____

Signature: _____ Date: / /

MISSION, VALUES, PHILOSOPHY OF CARE AND CODE OF CONDUCT



MISSION STATEMENT

To excel in providing Christian care, accommodation and services to older Western Australians.

VALUES

Compassion	We respond to people's needs with care and empathy
Justice	We treat each person fairly and honestly
Hope	We are optimistic in the face of every challenge
Inclusiveness	We welcome people from all walks of life

PHILOSOPHY OF CARE

We strive to enrich the mind, body and soul of those we serve by:

- Generating a sense of passion and energy about people living their life to the full;
- Creating genuine choices so that people can live life in a meaningful way, reflective of their preferences and individuality;
- Creating opportunities for people to stay connected with past friendships and to develop new ones;
- Always involving and consulting people in decisions that affect them;
- Creating opportunities to improve and restore physical abilities and mental agility so that people can keep fit, active, involved and independent wherever possible;
- Providing excellent clinical and health care in all circumstances;
- Supporting people to explore and develop their spirituality; and
- Encouraging and acting on feedback to improve care and services.

CODE OF CONDUCT FOR STAFF / VOLUNTEERS AND DECLARATION

As a volunteer of Amana Living I am committed to the Mission, Values and Philosophy of the organisation. I therefore promise to work within these declarations as well as Amana Living policies and procedures with diligence, honesty, compassion and respect to provide a safe and fair environment for our residents, clients, their families, staff, volunteers, visiting practitioners, contractors and the community.

I will endeavour at all times, to conduct myself and carry out my work so that those receiving or providing services are not harmed or discriminated against.

I understand and agree that I will at all times keep confidential any information obtained through my role as a volunteer for Amana Living and that I will not directly or indirectly disclose information to any person at any time without the written permission of Amana Living.

In the event that I become aware of any event or circumstances, medical condition or impairment, or am otherwise sick or injured in a way that will impact on my ability to safely perform this role, I will review my participation with the Service Manager, Site Volunteer Champion or Enrichment and Volunteer Services.

I confirm that I have read, accept and agree to abide by Amana Living Mission, Values, Philosophy of Care and Code of Conduct for Staff and Volunteers as detailed above.

Name: _____

Signature: _____ Date: / /