

We welcome your application to join us as a volunteer with Amana Living to help us enrich the lives of the people we care for.

Set out below is the process and requirements for becoming an Amana Living volunteer.

PROCESS & REQUIREMENTS

- Apply online via the link on the Volunteers page of our website.
- You will be requested in the online application to read, accept and abide by the Volunteer Declaration (*see Attachment 1 provided for information*).
- We will then be in contact via telephone to find out more about you and discuss current opportunities available for volunteering with Amana Living.
- An in-person meeting may be required, at which point a suitable date & time will be organised with you.
- You will be asked to provide the following documents:
 - Copy of your Driver's Licence
 - Current Influenza Vaccination Record
 - Current COVID-19 Vaccination Record
 - National Police Clearance Certificate (less than 6-months old)
 - Statutory Declaration
 - For certain volunteer roles, additional documentation may be required.
- Training specific to your volunteer role will be arranged. This may include online and/or on-site training.
- Your start date and time will then be organised. On your first day you will be provided an orientation to assist familiarisation with the care centre or site and general procedures.

VACCINATION RECORDS

To comply with legislative and internal regulations, all volunteering roles at Amana Living require evidence of your current **influenza** vaccination. You will be required to provide evidence of your current vaccination and to take a copy of your vaccination record with you on your first day.

Similarly, legislative and internal regulations require all volunteers at Amana Living Nursing Homes and Transition Care Centres to provide evidence of a current **COVID-19** vaccination. You will also need to take a copy of your COVID-19 vaccination record with you on your first day.

For your safety and protection, and that of all our residents, staff and other volunteers, Amana Living encourages volunteers to our Villages and Day Clubs to also be vaccinated for COVID-19.

NATIONAL POLICE CLEARANCE CERTIFICATE

To work or volunteer with Amana Living we are required to obtain or receive a satisfactory National Police Clearance.

You can supply your own National Police Clearance Certificate provided it is no older than six (6) months.

Alternatively, we can provide you a link to the online portal for you to complete a Volunteer National Police Clearance application which will be paid for by Amana Living.

We look forward to receiving your application to join us as a volunteer at Amana Living.

Attachment 1: Volunteer Declaration (provided for information only).

Winner ACSA 2018
Innovation in Service or
Design

Winner IHHC Rosemary
Pirie Award 2016
Excellence in Hotel
Services

Winner ACSWA 2014
Excellence in Care

Winner ACSWA 2013
Excellence in Care

Winner ACSWA 2012
Excellence in Care

Attachment 1

Volunteer Declaration: confirmation of your acceptance to abide by the following is requested at the commencement of the application.

OUR MISSION

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

OUR 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

At Amana Living, we strive to enrich the mind, body and spirit of those we care for by:

- Adopting a person-centred approach which incorporates Amana Living's 3Rs;
- Generating a sense of passion and energy about people living their life to the full;
- Supporting residents/clients, their families and representatives to exercise informed choice about the care services they receive and be inclusive of those parties they wish to include;
- Creating opportunities for people to stay connected with past friendships and to develop new ones;
- Providing support to maintain relationships (including intimate);
- Appropriately supporting residents/clients with diverse needs;
- Supporting residents'/clients' diverse needs through the provision of care and services that are responsive, culturally safe, and encourages personal identity and inclusiveness;
- Providing safe and effective services and support for daily living that meets the emotional, spiritual and psychological wellbeing of our residents and clients;
- Providing effective personal and clinical care that is best practice, tailored to the needs of individual residents and clients, and optimising health and holistic wellbeing;
- Creating opportunities to improve and restore physical abilities and mental agility so that people can keep fit, active, involved and independent wherever possible;
- Treating our residents, clients and representatives with dignity and respect while maintaining their privacy;
- Encouraging feedback to improve our care and services;
- Supporting people to explore and develop their spirituality.

CODE OF CONDUCT FOR STAFF & VOLUNTEERS

As an employee or volunteer worker of Amana Living I am committed to the Mission, Values, Philosophy of Care and Culture 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 and clients, their families, our staff and 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 Volunteer Services.

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