

Wellness Centre – General Assistant

Role description

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The role of the Wellness Centre is to deliver consumer -focused, evidence-based health promotion programs, and improve access to reliable health information for patients, staff and the community.

The Wellness Centre works collaboratively with other CALHN sites, departments and outside organisations to increase the capacity of the community to improve their health.

Duties

- Provide a high level of activity-related administrative services to the Wellness Centre
- Assist with organisation of events, activities, promotional items, displays and resource material
- Arrange for the stocking of merchandise for use in health initiatives
- Provide tours of the hospital to visiting groups
- Support the delivery of the Cardiac Capers program to cardiac outpatients
- Support the delivery of activities at Clipsal 500
- Support the delivery of other community initiatives as they arise
- Conduct surveys
- Mentor new volunteers as required
- Liaise and communicate with Centre staff and volunteers
- Support State and National health initiatives
- Participate in a range of other duties as they arise

Hours of Service

Shift times: 10:00am – 1:00pm

Days: Monday – Friday (excluding public holidays)

Location of shift: Wellness Centre – Level 3

Special Requirements

- Have the physical ability to undertaken the duties in a safe manner
- Complete a clear National Police Clearance certificate and renewal every 3 years
- Comply with Work Health & Safety and Infection Control requirements
- Complete all annual mandatory training requirement

Experience

- Experience in using MS computer programs - Excel, Word, Publisher, Outlook

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Person specifications

Volunteers in this role will have the following personal skills, experiences and attributes:

- Excellent customer service skills
- Effective listening and communications skills
- Ability to be compassionate and empathic
- Ability to undertake duties with minimal supervision and in a team environment
- Reliable and punctual
- Ability to effectively communicate with a wide range of staff and volunteers
- Ability to communicate with government and non-government organisations
- High degree of integrity and ability to maintain confidentiality
- Good time management skills
- Ability to work in a hospital environment
- Ability to adapt to change and embrace new strategies and techniques
- Ability to work across a range of programs and initiatives
- Willingness to participate in a range of other duties as directed

Supervisor

TBC

I have read and understand the duties and requirements associated with this volunteering role.

Name

Signature

Date
