

# VOLUNTEER POSITION DESCRIPTION



**Tauranga / WBOP**

**Title:** Alzheimer's Tauranga Volunteer

**Responsible to:** Volunteer Coordinator

**Location:** Within the Tauranga/WBOP region, as agreed between the volunteer and Alzheimer's Tauranga/WBOP

**Hours:** As agreed between the volunteer and Alzheimer's Tauranga/WBOP

## Primary Objectives:

To make life better for all people affected by dementia through regular contact, friendship, socialisation and respite.

To advocate for and advance the reputation and profile of Alzheimer's Tauranga/WBOP as a Dementia Friendly, supportive and inclusive community organisation.

## Summary of Key Responsibilities:

- Uphold Alzheimer's Tauranga/WBOP mission statement and values
- Uphold all relevant policies and procedures of Alzheimer's Tauranga/WBOP
- Comply with Alzheimer's Tauranga/WBOP's Health & Safety Manual
- Report all accidents, incidents and hazards promptly to your Volunteer Coordinator
- Participate in training required for the role/s undertaken (minimum requirement of two training sessions per year, also see extra sheet for additional learning opportunities)
- Seek clarification from Volunteer Coordinator when in doubt or request information/training when needed
- Complete client records and claim forms at the end of each month (if required for your role)

## Essential Skills and Personal Qualities:

- You must be aged 18 years or over and hold be a permanent resident or hold a valid working visa
- A desire to support those living with dementia and their whanau
- Patient, empathetic and understanding
- Ability to listen and respond without judgement
- Effective communication skills
- Friendly and kind disposition
- Be able to maintain confidentiality
- Clean drivers license and vehicle with current WOF and registration if transporting clients

## What we can offer you:

- The opportunity to make a positive difference in someone's life
- Regular education and training session opportunities
- Monthly drop-in morning teas to keep in touch and connect with your fellow volunteers
- The opportunity to engage in fundraising opportunities within the community

Activity	Volunteer Requirement	Outcomes
<b>Befriender</b>	Provides regular contact through phone calls and/or home visits to enjoy a friendly chat, a cuppa, or activities as mutually agreed.  1-3 hours of visiting time per week, at times that suit the volunteer and family/whanau of the person living with dementia.	Socialisation opportunities for the person with dementia.  Respite for the care partners
<b>Group assistance</b>	Encourages clients to participate/engage in activities within a safe caring and supportive environment.  Contribute ideas for group activities/programmes.  Supports and follows directions from the Team Leader.	Socialisation opportunities for the person with dementia.  Respite for the care partners  A safe and supportive environment is created and maintained.
<b>Team leader</b>	Arrive at least 15 minutes early to a group session to ensure everything is ready for clients/volunteers.  Directs, supports, and instructs other volunteers in the designated activity.  Report any concerns or issues promptly to Volunteer Coordinator or other employees of Alzheimer's Tauranga/WBOP as required.	Socialisation opportunities for the person with dementia.  Respite for the care partners  Cohesive team of volunteers  A safe and supportive environment is created and maintained.

### **ADDITIONAL INFORMATION ABOUT DEMENTIA**

Information sheets are produced by Alzheimers NZ and are available at our office or down load from: <http://www.alzheimers.org.nz/information-and-support/information>

### **Alzheimers Tauranga/WBOP Library:**

We have an extensive Library of books and DVDs available for loan in our offices for general use.  
Feel free to pop in to borrow items.

**Dementia Friends:** <https://demfriendsnz.firebaseio.com/#/home>

### **Online Learning:**

**University of Tasmania MOOC** (Massive Open Online Courses)

<https://mooc.utas.edu.au/courses>

Courses: *Understanding dementia* and *Preventing dementia*

#### **Future Learn**

Variety of courses – search 'dementia' for options. New courses added.

<https://www.futurelearn.com>

### **Facebook:**

Alzheimers Tauranga Volunteers – send member request to join

<https://www.facebook.com/groups/851384264942639/members/>