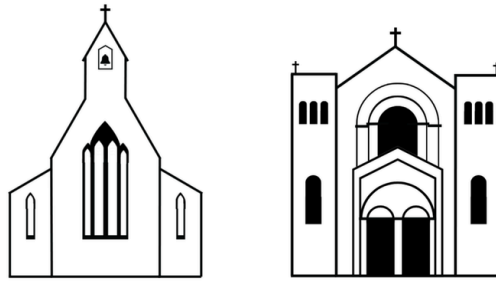


Volunteer Overview

St Mary's and St Colman's



St Mary's St Kilda East and St Colman's Balaclava
Volunteer Role: _____
Supervisor: Father Jerome Santamaria

ROLE OVERVIEW

As a volunteer you have responsibilities, which include being accountable for your actions to the Parish and respecting the Parish values and practices. You will be involved in meaningful and useful activities that contributes to the life of the Church.

PERSONAL ATTRIBUTES & SKILLS

- A commitment to the safety and wellbeing of children, young people and vulnerable adults.
- Motivated and respectful of the mission, identity, and core values of the parish community.
- Skills and experience related to the area of volunteering.
- Effective interpersonal communication skills with the ability to maintain effective working relationship with the parish priest and all Church personnel.
- Commitment to support all people's expressions of their culture and the development of a culturally safe environment.
- Self-motivated, organised, manage own workload and take responsibility for own actions.
- Willingness to participate in learning opportunities, performance reviews and supervision (e.g. induction, training, and ongoing development) and have confidence to request support and assistance as required.
- A willingness to work collaboratively as part of a team, being flexible and adaptable with a "can do" attitude.
- Presents appropriately.
- Respect confidentiality and privacy.

CONDITIONS

- All Church personnel over 18 must obtain a Working with Children (WWC) check and maintain a current WWC clearance. All WWC checks are to be registered to the parish, agency, or entity where they are volunteering. If the volunteer has a Victorian institute of Teaching (VIT) registration, they must notify WWC Check Victoria.
- A criminal history check (Police Record Check) may be required depending on the volunteer's role.
- All Church personnel must always strive to behave ethically and conduct themselves in a manner that is consistent with the teachings and ethos of the Catholic Church.
- All Church personnel are required to read and acknowledge the expectations and responsibilities outlined in the Safeguarding Children and Young People Code of Conduct. This commitment is expected to be renewed every 3 years.
- A commitment to adhere to all relevant Archdiocesan policies and state and federal legislation.

TRAINING

- All volunteers, except for those under 18 years of age, must complete the Catholic Archdiocese of Melbourne's Safeguarding Essentials online training module initially and the refresher training every 3 years thereafter.
- Alternative age-appropriate training arrangements should be organised for volunteers under 18 years of age.
- Consult the safeguarding committee at your parish or the Catholic Archdiocese of Melbourne's Safeguarding Unit for further guidance.
- All volunteers are required to participate in an induction program and/or activities as requested.
- Church personnel will receive ongoing supervision to guide and support their growth and development in the role.
- Attend other training and formation as required.

CONFIDENTIALITY AND PRIVACY

While engaged as a volunteer you may receive or overhear confidential information regarding people or entities – other organisations, volunteers, staff, or parishioners. Confidential information received or overheard must be kept confidential. This is a legal requirement. Using or disclosing confidential information you have learnt during the course of your role with staff, parishioners, family, friends, or other volunteers is not acceptable or tolerated unless specified as part of your role. If you have any concerns, please discuss your confidentiality and privacy obligations with the parish priest.

INTEGRITY IN OUR COMMON MISSION

Integrity in our Common Mission is a National Code of Conduct that aims to help clergy, employees and volunteers uphold Christian vision and values by calling us to the highest standards of accountability, transparency, integrity, and professionalism. The standards and expectations which make up the Integrity in our Common Mission for all who serve the church consist of four principles:

1. A Culture of Safeguarding
2. Positive Relationships
3. Stewardship for All
4. Lifelong Formation

We are committed to creating a child safe culture that safeguards children and young people including the safety, participation and empowerment of Aboriginal children and young people, children and young people with a disability, children and young people of diverse sexuality and those from culturally and linguistically diverse backgrounds.

A culture of safety within the Catholic Archdiocese of Melbourne ensures that children and young people can actively participate and fully realise their potential in a faith community.

We have a zero-tolerance approach to all forms of child abuse and will always act to safeguard children and young people and report suspected abuse promptly to the appropriate authorities.

VOLUNTEER DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the Volunteer Overview and Activity Statement which forms the Volunteer Position Description. I further understand that I am responsible for the satisfactory execution of the activities outlined in the attached Activity Statement.

Volunteer Name _____ Date _____

Volunteer Signature _____

ATTACHMENT: Please also view and sign the Activity Statement