

VOLUNTEER ROLE DESCRIPTION

Position Title	Technical Volunteer
Reports to	Project Coordinator
Hours of Duty	Flexible, no more than 16 hours per week
Date prepared	2 August 2011
Date Reviewed	28 August 2013

POSITION PURPOSE

The Technical Volunteer designs, makes or modifies aids and equipment for people with a disability or the frail aged when there is no commercial solution available.

ORGANISATIONAL RELATIONSHIPS

The Technical Volunteer undertakes projects as assigned by Solve Disability Solutions Project Coordinators (Occupational Therapists). Throughout a project the Technical Volunteer is supported by, and works under the direction of the Project Coordinator. At times other volunteers may also review another volunteer's project. The CEO and Volunteer Coordinator will also liaise with volunteers over various matters and provide client feedback to them.

KEY DUTIES AND RESPONSIBILITIES

- Design, construct and/or modify aids and equipment for individuals with disabilities
- Participate as a team member with the Solve Disability Solutions Project Coordinator, clients, carers or other health professionals (and volunteers if required). Attend appointment/s with the Solve Project Coordinator to discuss the project requirements with the client at their home, school or where ever the aid/equipment will be used.
- Accept projects within capabilities on the basis you are able to complete them in a reasonable time frame. Most projects are completed within 1 month however this may extend up to 3 months depending on the complexity of the project
- Complete and submit a written Project Report at the conclusion of each project
- Take a photo of completed item to submit with the Project Report
- Exercise due care and attention when planning, designing, testing, manufacturing, installing and completing projects
- Conduct a risk analysis of the completed item prior to delivery

Comply with Solve policies

- Adhere to OH&S guidelines to ensure safe manual handling
- Privacy and confidentiality of clients is to be maintained at all times

JOB SPECIFICATION

Knowledge, Skills & experience

- Technical and practical skills and experience in a trade/engineering profession or handyman
- Well organized- able to keep records of project expenditure and hours expended, and complete projects within agreed timeframes
- A high standard of workmanship
- Good written communication, able to complete a succinct project report

Personal Attributes

- Able to communicate effectively with clients and Solve Disability Solutions staff
- Capacity to work collaboratively as part of a small team, showing consideration and respect for others
- Sensitive to needs of clients
- Reliability

- Non judgmental, clients are from a range of socioeconomic backgrounds
- Maintain a professional demeanor when interacting with clients and staff

OTHER RELEVANT INFORMATION

Background checks

- Volunteers are required to undergo a Police Records Check prior to commencing
- Volunteers are required to undergo a Working with Children Check prior to commencing
- Volunteers are required to provide names of suitable referees
- Volunteers are required to sign a Safety Screening- Background Declaration form

Other requirements

- Volunteers are required to attend induction training
- Volunteers must comply with Solve Disability Solutions OH&S policy and work in a manner that is without risk to self, staff or clients
- After undertaking approximately three projects, the Project Coordinator will provide feedback to the volunteer and give them an opportunity to discuss any concerns or issues they have
- When possible participate in Solve Disability Solutions training, branch days and promotional activities
- Volunteers are required to have access to a workshop and tools
- A driver's licence and own car is desirable
- Solve Disability Solutions identification is to be worn when visiting clients
- It is preferable that volunteers wear Solve Disability Solutions polo shirts when interacting with clients, participating in expo's, etc.

PHYSICAL REQUIREMENTS FOR POSITION

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties			✓
Reading tasks		✓	
Writing tasks		✓	
Sitting (extended periods)		✓	
Walking/standing (briefly)-		✓	
Walking/standing (extended)		✓	
Driving car		✓	
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)		✓	
Pushing/pulling tasks (light)		✓	
Pushing/pulling tasks (heavy)			✓
Bending/kneeling requirements		✓	
Exposure to dust/dirt		✓	
Exposure to hazardous materials			✓
Exposure to noise		✓	
Repetitive arm/wrist/hand movements	✓		
Other (please specify)			

PSYCHOLOGICAL DEMANDS FOR POSITION

At times the work may involve meeting and communicating with clients who have complex communication needs, are in palliative care or be in crisis situations. In particular instances, this may cause distress to some. To reduce stress and support our volunteers, Solve Disability Solutions encourages volunteers to raise any concerns with the Project Coordinator. This may occur before commencing a project or while undertaking a project.