

Volunteer Position Description

Registered Nurse Volunteer - Health

About the Role

As a Registered Nurse working in a small team, you will provide high quality health care in the Asylum Seeker Resource Centre Health Program.

Program: Health

The Health team provides comprehensive primary care services together with specialist clinics including psychiatry, pain management, immunisation and diabetes management to people seeking asylum. Our clients' complex health needs require multiple consultations across a range of health disciplines. The majority of the people accessing our service have no income and are on Visas denying them work rights and Medicare.

Stream: Humanitarian Services

The Humanitarian Services Stream exists to improve mental, physical, and social well-being of members of the Asylum Seeker Resource Centre. We safeguard basic human rights for people seeking asylum such as food, security, medical care and adequate standard of living, whilst promoting dignity, empowerment and community.

Key Responsibilities

- Provide nursing care to ASRC members in accordance with ASRC Health Program policies and procedures and relevant Nursing Code of Practice.
- Promote collaboration among health program volunteers in the assessment, implementation and evaluation of health care.
- Assist in running the GP, Nursing and Ancillary Health clinics.
- In collaboration with Health Program Staff, communicate with external service providers and agencies.
- In collaboration with Health Program Staff and Volunteers refer / direct members to other ASRC programs and to external asylum seeker services.
- Provide ASRC Members with health promotion, information, advice, advocacy and support around a range of different health issues.
- Ensure responsible and sustainable utilisation of health pro bono service providers and funding.
- Ensure timely and accurate documentation of member care and filing and archiving of member data.
- Undertake stocktake, organisation of stores, maintenance of equipment
- Maintain safe work environment.
- Collaborate in the development, monitoring and evaluating of Health Program policies, procedures and standards.

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- Participate in six monthly evaluation of own performance as measured by job description and set of personal objectives developed in collaboration with Health Program Manager.

Accountability

This role reports to the Health Program Manager.

Location

ASRC Footscray.

Volunteer shifts

This role is looking for a commitment of one day per week, ideally for a minimum of 6 months. Shifts are available Friday 10.30am – 4:30pm.

What we're looking for

- Division 1 Nursing qualifications
- General AHPRA Registration
- Professional Indemnity
- Knowledge of and commitment to the principles of primary health and health promotion
- Demonstrated skills and experience in delivery of high quality health care service in a community setting
- Ability to work with GP's and other service providers collaboratively
- High level communication skills and ability to work autonomously within a multi-disciplinary team
- Commitment to the principles of continuous quality improvement

Training & Requirements

- ASRC Volunteer Induction
- Volunteer Agreement
- Police Check
- Working with Children Check
- 3 month probation period
- Program Specific Training

Compliance

All forms of employment with ASRC, paid or voluntary are subject to continued compliance with our Child Safety and Reporting Policy. All or any breaches of this policy may result in disciplinary action being taken and/or the cessation of the employment contract or volunteer placements.

All offers of employment, paid or voluntary are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

About Us

The Asylum Seeker Resource Centre (ASRC) is both a place and a movement. We are an independent not for profit, whose programs support and empower people seeking asylum to maximise their own physical, mental and social wellbeing. As a movement, we mobilise and unite communities to create lasting social and policy change for people seeking asylum in Australia. We are proud to be owned and run by our community of volunteers and supporters.

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The ASRC employs over 100 staff and depends on over 1000 dedicated volunteers to carry out programs that support and empower thousands of people seeking asylum each year.

The ASRC programs and services sit within seven streams:

- Humanitarian Services
- Fundraising & Marketing
- Innovation Hub
- People and Services
- Advocacy & Campaigns
- Human Resources
- Finance

The ASRC's vision is that *"all people seeking asylum have their human rights upheld and receive the support and opportunities they need to live independently"*

We pride ourselves on living and breathing our values in all areas of our work – our values are who we are and guide how we operate. The ASRC values are:

- Empowerment – we work with not for people seeking asylum.
- Holistic – we collaborate to create meaningful impact: great things are achieved together.
- Human Rights – we speak up against injustice.
- Independent – we act without fear or favour.
- Innovation – we do great things with very little as we learn grow and strive for continuous improvement.
- Integrity – we are open, honest and fair.
- One Team – we work as one team, we share our challenges and celebrate our successes together.

For more information email volunteer@asrc.org.au