

POSITION DESCRIPTION

POSITION TITLE:	Homework Support Group Volunteer Tutor
LOCATION:	North Richmond Community Health Ltd
REPORTS TO:	Homework Support Group Coordinator, Volunteer Program Coordinator
ACCOUNTABLE TO:	Volunteer Program Coordinator and CEO.
HOURS OF WORK:	Thursday evenings between 6.00pm – 7.30pm during school terms.

Organisational Environment

North Richmond Community Health Ltd (NRCHL) is a community based and managed health service. NRCHL is committed to providing high quality and culturally appropriate health, social and welfare services, particularly to clients of non-English speaking backgrounds, newly arrived migrants, refugees and asylum seekers. These services provided by NRCHL are delivered in a developmental framework with an emphasis on direct health care and health promotion.

Position Objectives

The position will contribute to the achievements of the organisation's aims and objectives by;

- Providing a supportive environment to enhance academic achievement amongst late primary and secondary school students residing on the Richmond Housing Estate.

Key Duties and Responsibilities

- To encourage students attending the program in their academic studies, assisting and tutoring where possible.
- To provide social support including, mentoring and positive role models to students.
- Encourage students to form social connections with other students in the Group.
- Monitor student progress both academic and social within the group and report on and record appropriate information in consultation with the Group Coordinator.
- To raise any concerns about individual students or the Homework Support Program with the Group Coordinator or the Volunteer Program Coordinator as they arise.

Key Selection Criteria

Essential

- Able to assist students in with their homework, in particular, Maths or English
- Able to relate to students in a friendly and positive manner
- Able to communicate information clearly to students
- Be patient and flexible

- Have an understanding of the student's backgrounds and how this may impact on their studies.

Desirable

- Have a tertiary qualification in a relevant discipline

Other Conditions

- In the case of inability to attend a rostered session, the Volunteer will undertake to contact the Program Coordinator at least 48 hours prior or as soon as possible whichever is the earlier.
- All position descriptions are open to periodic review by Management in consultation with staff concerned.
- Due to the resources required for training it is preferable that prospective volunteers commit to NRCHL for at least a period of three months or more.
- North Richmond Community Health Ltd provides a smoke free environment, including within Ltd cars and buses.
- The successful applicant may be required to perform other duties as directed, in accordance with training, skills and experience.

For other conditions which cover all workers of the organisation please refer to the NRCHL Policy and Procedures Manual.

NOTE: THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO UNDERGO A POLICE CHECK

NRCHL IS AN EQUAL OPPORTUNITY EMPLOYER

NRCHL IS A SMOKE-FREE WORKPLACE

For further information regarding this position please contact:

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