

COTA VOLUNTEER ROLE DESCRIPTION



TITLE OF POSITION:	Peer Educator
CLASSIFICATION:	Volunteer
DEPARTMENT:	Projects and Programs
PROJECT:	Step Forward - Together project
DURATION:	January 2017- June 2017
LOCATION:	COTA office and specific offsite locations

ROLE OBJECTIVE

Peer Educators will encourage older people to be active partners in their wellness and enablement choices, by increasing their skills and knowledge about active ageing. Peer Educators will assist in accelerating the rate of cultural and organisational change in community aged care, towards services with an active ageing focus achieved through wellness and enablement approaches.

Peer educators will facilitate interactive *Your Wellbeing, Your Plan* peer education sessions with groups of Home Care Package / CHSP recipients to provide them with;

- Clear information about wellness how it supports active ageing
- The three domains of wellness
- The importance of maintaining or regaining their independence and autonomy
- The importance of care plans reflecting what is most important to them
- Where consumer directed care (CDC) links with wellness
- Information on community supports and sources of information as relevant to active ageing
- Information about co-production
- The benefits of a 'doing with' (enablement) approach when working with support staff
- Information that will encourage and enable older people to work in partnership with service providers to co-produce services that best support active ageing with a wellness and enablement focus.

Responsibilities and Duties:

- To ensure that material presented and distributed is current, accurate and informative
- To ensure that adequate supplies of resources are available at each session
- To ensure that the objectives of COTA are upheld during sessions and at all levels of contact with other organisations, groups and individuals
- To complete all administrative requirements of the role and forward forms to the Project Officer within one week of a session
- To attend and participate in peer education training workshops as designated by COTA
- To attend meetings and professional development activities over the duration of the project
- To have an understanding that although peer educators have participated in a training workshop, peer educators are not to act in an advisory capacity or to liaise directly or indirectly with any organisation or individual – professional or otherwise unless approval has been given by the relevant Project Officer
- To advise COTA of any issues identified at sessions
- To participate in activities developed for the purposes of project evaluation, surveys or focus groups
- To ensure the intellectual property of the project and COTA is protected

Time Commitment

- Attending Peer Education Training – 3 days
- Regular peer educator support meetings as scheduled
- Preparation for, travel to, delivery and evaluation of allocated sessions
- Peer educators are required to make a commitment to the project for the 2015-2016 year.

Organisational Relationship:

The position is responsible to the COTA Project Officer.

Requirements of the Position:

Skills and abilities:

- Demonstrate a willingness and ability to learn and understand the materials to be presented
- Highly developed interpersonal skills
- Excellent communication skills
- Ability to build encouraging relationships
- Excellent organisational skills
- Ability to present information clearly and accurately
- Ability to facilitate discussion
- Ability to work independently and as a part of a team

- Ability to fulfil evaluation requirements
- Negotiation skills and assertiveness
- Bi-lingual oral and written skills useful, but not essential

Personal Qualities

- Patience and empathy
- Enjoy working with groups and individuals
- Understanding of cultural differences

Knowledge and Understanding

- Knowledge of COTA Consumer Directed Care peer education topic
- Knowledge of adult learning principles an advantage
- Understanding of the role of COTA
- Understanding of issues affecting older people including older people from different cultural backgrounds and who are from diverse communities

Experience/Qualifications

- Experience in public speaking and group facilitation

Additional Requirements

- Ability to maintain confidentiality of consumers, volunteers and staff at all times
- Completion of required training
- Commitment to participate in orientation and ongoing training as required by the project and COTA
- Willingness to travel to pilot site as required
- If using own car, Volunteer must hold a current drivers licence and COTA recommends volunteers to hold their own comprehensive car insurance
- Travel intrastate may be offered, but not essential
- Currently hold or willing to obtain a compliant National Police Certificate as per the COTA National Police Check Policy
- Participation in own volunteer role review after three months and annually thereafter

Policies and Procedures

COTA policies apply to volunteers as they do to staff. Some examples of these policies include:

- Volunteer Policy
- Police Check Policy
- Disability and Access Policy
- Grievance Policy
- First Aid Policy

- Work Health and Safety Policy

Out of Pocket Expenses

- Volunteers will be reimbursed for Public Transport fares and other agreed out of pocket expenses
- Reimbursement for use of own car will be as per the volunteer travel policy
- Public transport fare or equivalent will be reimbursed for attendance at training and support meetings held at the COTA office
- Completion of the COTA Volunteer Expenses Form, with details of travel and/or other approved out of pocket expenses must be returned monthly for reimbursement
- Receipts/travel tickets must be attached to the Volunteer expenses claim form

I agree to abide by the conditions as set out in this Volunteer Role Description.

I have read and understand the information in the COTA volunteer handbook.

Volunteer Name: _____

Date: _____

Volunteer

Signature: _____

Volunteer Supervisor:

_____ Date: _____

Volunteer Supervisor

Signature: _____

January 2017