

## POSITION DESCRIPTION

**Our Mission is to empower individuals, families and communities  
to meet the challenges of life and relationships.**

<b>POSITION TITLE</b>	<b>WHADDUP Volunteer</b>		
<b>LOCATION</b>	Toowoomba		
<b>REPORTS TO</b>	WHADDUP Coordinator		
<b>PROBATION PERIOD</b>	Three (3) months with the option to extend to six (6) months		
<b>AUTHORISED BY</b>	The Director	<b>REVIEW DATE</b>	July 2019

### Overall Purpose

The purpose of the volunteer is to support the clients of the WHADDUP program, in consultation with the WHADDUP coordinator in a variety of ways. The WHADDUP program is a diversionary program for youth aged 10-13 years which runs from 3:30-5:00pm each Friday afternoon of the school term. WHADDUP reinforces healthy lifestyle choices in a drug and alcohol free environment and is aimed at deterring Indigenous youth from risk taking behavior through education and social and cultural participation.

### Duties

**As a member of CatholicCare's volunteer team generic duties include:**

- Supervise clients during the program;
- Provide Coordinator with client related information in a timely and confidential manner;
- Report child protection issues/concerns to the Coordinator;
- Complete relevant WHADDUP documentation in a timely and confidential manner;
- Participate in productive working relationships with WHADDUP and relevant CatholicCare staff and other volunteers;
- Actively participate in supervision meetings (*where necessary*) and in appropriate professional development to fulfil duties;
- Participate in WHADDUP meetings;
- Maintain appropriate boundaries with clients and report any conflicts of interest to the Coordinator;
- Report any workplace, health and safety concerns, hazards, accidents and incidents to the Coordinator;
- Comply with CatholicCare's Policies and Procedures, including the Workplace, Health and Safety Framework and Guidelines;
- Contribute to, and be part of, the organisational culture with a focus on CatholicCare's Mission and Vision, teamwork, cooperation, client service, quality, safety and confidentiality;
- Ensure the efficient use and maintenance of CatholicCare-provided materials and equipment;
- Other duties and responsibilities from time to time that you are competent and trained to do.