

VOLUNTEER APPLICATION & INDUCTION INFORMATION

VOLUNTEER APPLICATION

<b>NAME:</b>			
<b>ADDRESS:</b>			
<b>DATE OF APPLICATION:</b>			
<b>EMAIL:</b>			
<b>MOBILE:</b>		<b>HOME PHONE:</b>	
<b>GENDER IDENTITY:</b>	<b>M</b>	<b>F</b>	<b>OTHER</b>

**EMERGENCY CONTACT DETAILS:**

<b>NAME:</b>	
<b>CONTACT NUMBER:</b>	
<b>RELATIONSHIP:</b>	

**PLEASE INDICATE THE NIGHTS YOU ARE AVAILABLE**

<b>MONDAY:</b>	Yes	No
<b>TUESDAY</b>	Yes	No
<b>WEDNESDAY</b>	Yes	No
<b>THURSDAY</b>	Yes	No
<b>SUNDAY (MONTHLY COOK-UP)</b>	Yes	No

**PLEASE INDICATE YOUR AVAILABILITY**

<b>WEEKLY:</b>	
<b>FORTNIGHTLY:</b>	
<b>MONTHLY:</b>	
<b>OTHER:</b>	

<b>CAN YOU TOW AND REVERSE A VAN?</b>	Yes	No
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You are required by law to obtain a Working with Children check (WWC). Please include a scanned/photocopy of this document with your application. If you have this document in your current employment position, you can forward a copy along with your application. <https://www.vic.gov.au/working-with-children-check>

<b>DO YOU HAVE A CURRENT FIRST AID CERTIFICATE?</b>	Yes	No
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**ARE YOU INTERESTED IN BEING PART OF THE FOLLOWING WITH THE CAREVAN TEAM?**

<b>TEAM LEADER</b>		<b>COMMITTEE MEMBER:</b>		<b>COOK-UP ONCE A MONTH:</b>	
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**NOTE:** Please print and fill in the details on this form.

Forward this document along with your Working with Children document to the Volunteer Coordinator either by email (scan your documents); or Australia Post listed below.

**CONTACT DETAILS:**

Volunteer Coordinator  
 Email: [info@carevanwangeratta.org.au](mailto:info@carevanwangeratta.org.au)  
 Ph: 1300 998 225  
 PO Box 3040 Yarrunga LPO, Wangaratta, Victoria, 3677

<i>Office Use Only</i>	
Included on the Volunteer Register	Date:
Induction at Avian Park	Date:
Induction Paperwork for Volunteer has been Provided	Date:
WWW Completed	Date:

## VOLUNTEER APPLICATION & INDUCTION INFORMATION

**YOUR INDUCTION**

All working with Carevan Wangaratta are Volunteers. There are no paid positions. As Volunteers, things in our life can change quickly and this is accepted as part of being a Volunteer.

When a new roster is organised, a copy is sent to all Volunteers. Before any shift for Carevan, the Team Leader, above your name on the roster, will contact you. **It is the Volunteers responsibility to respond** to this contact to confirm your attendance at service. If you are unable to attend, you must let the Team Leader know so that they have enough time to replace your for service.

**THE FIRST CONTACT WITH YOUR TEAM LEADER** is where you can arrange where, and when to meet them. Because all are Volunteers, **your induction is usually the first night of service**. As some Team Leaders work, you may mutually agree to meet at Apex Park and arrange the time between yourselves. Other Team Leaders are happy for you to meet at Avian Park, where the van is stored, prior to travelling to Apex Park. This is to be an arrangement that suits both yourself and the Team Leader.

On a night of service to the community, there are normally two Volunteers are in the van, and the Team Leader will be outside the van speaking to those that come along.

Your Induction will include the following:-

- Closed in shoes required.
- Setting up van- power, stabilizers, tables & chairs, water etc.
- Location & operation of Duress Alarms. (Please sign the information sheet provided by the Team Leader)
- Location of equipment in drawers/ cupboards, fridges & freezer. Where excess stock is.
- Sanitation - wash hands before commencement or when changing duties.
- Safe food handling practices are to be always used.
- Switches - Water Pump, lights, fans
- Microwave Instructions – timings.
- Where to makes tea/coffee/ Milo and heat and serve meals.
- Checking food temperatures - at least 65 C
- Location of aprons if required.
- Mobile phone charging facility.
- Only one meal per client.
- Wipe down benches as required, clean up spills when they occur.
- Report any behavioral issues to Team Leader.
- No dogs or smoking within the eating and serving area.
- Do not give out personal details or contact no. to clients
- At the end of night disinfect benches, tables, microwaves etc.
- Place soiled linen, aprons etc. in the provided bin.
- Place waste, paper etc in SEPARATE bin to linen.
- Wash plastic containers and place in the box (ONLY PLASTIC CONTAINERS). Any broken containers with their lids are to be thrown out in the waste bin.
- Advise Team Leader of any shortages or items required. (Please check the excess stock first)
- If in doubt -ask -*there are no dumb questions*.
- Need for compassion, confidentiality, no photos of clients.

**IMPORTANT:** - It is the Volunteers responsibility to respond to The Team Leaders contact to confirm your attendance at service. If you are unable to attend, **YOU MUST LET** the Team Leader know so that they have enough time to replace your for service.

VOLUNTEER APPLICATION & INDUCTION INFORMATION  
VOLUNTEERING GUIDELINES

**YOUR RIGHTS AND RESPONSIBILITIES**

Why did you volunteer? Carevan Wangaratta is a cause that is close to your own heart and you want to help. Thank You!

We know that by volunteering you are generously donating your time, skills and efforts. But a volunteer environment is still a workplace, and as such, you have certain responsibilities that must be upheld. And of course, you have rights as well!

The following list is the basis of your rights as a volunteer

**YOU HAVE THE RIGHT:**

- To work in a healthy and safe environment (refer to your State's Work Health and Safety Act[s]);
- To be accepted as a volunteer in accordance with equal opportunity and anti-discrimination legislation;
- To be adequately covered by insurance;
- To be given accurate and truthful information about the organisation for which you are working;
- To be given a copy of the organisation's volunteer policy and any other policy that affects your work;
- To have a job description and agreed working hours;
- To have access to a grievance procedure;
- To be provided with orientation to the organisation;
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- To be provided with sufficient training to do your job.

**BEFORE YOU START, YOU SHOULD CHECK THAT:**

- The organisation is a legitimate volunteer involving organisation
- The purpose of the organisation matches your own values and beliefs
- The organisation carries public liability and volunteer personal accident insurance
- Your role is clear and specific
- The organisation can provide you with written information about its purpose and activities
- You are satisfied that the funds of the organisation are expended in accordance with its mission.

So now that we have covered your rights, here are your responsibilities

**ALL VOLUNTEERS ARE EXPECTED TO:**

- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving the organisation
- Report any injuries or hazards that you notice in the workplace
- Adhere to the organisation's policies and procedures
- Deal with complaints in the appropriate manner
- Undertake training as requested
- Ask for support when needed
- Support other team members

VOLUNTEER APPLICATION & INDUCTION INFORMATION  
HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK

To volunteer with Wangaratta Carevan Inc., you will need to obtain a current Working With Children card and fill in a Volunteer Application.

If you do not have a valid working with children you can complete this via the link provided.

<https://www.vic.gov.au/working-with-children-check>

- Click on Licences & Certificates
- Click on Working with Children check
- Click on Start Application
- Make sure you register as a volunteer not an employee (this makes the check free)
- When asked to nominate the “code” that best suits the organisation; select 40.

When your Working with Children card is issued, please provide Wangaratta Carevan Inc. with a photocopy/scanned image for our records.

Please make sure that the copy sent through is CLEAR and not a dark scan. Information must be easily read.

The Volunteer Coordinator will then liaise with you to provide information and an induction to Wangaratta Carevan Inc.

We are completely run by volunteers and are very grateful for your interest/application to join our amazing team of volunteers at Wangaratta Carevan Inc.

Kindest Regards

Wangaratta Carevan Inc.

1300 998 225

[info@carevanwangaratta.org.au](mailto:info@carevanwangaratta.org.au)

[www.carevanwangaratta.org.au](http://www.carevanwangaratta.org.au)

PO Box 3040 Yarrunga LPO, Wangaratta, Victoria, 3677 Australia

**NOTE: please print and fill in the details on all forms. Scan the Volunteer Application Form, along with your Working With Children document and return to the Volunteer Coordinator either by email (your scanned documents) or Australia Post (your photocopied documents) as listed above.**

VOLUNTEER APPLICATION & INDUCTION INFORMATION



Welcome to Volunteering With Carevan. Thank you for joining our Team of dedicated Volunteers.

**OUR MISSION IS TO  
MAKE A DIFFERENCE**

