

**ASYLUM SEEKERS CENTRE of NSW
POSITION DESCRIPTION**

POSITION TITLE	Volunteer Health Direct Care Worker
RESPONSIBLE TO	1. Health Care Coordinator 2. Director
TIME COMMITMENT	9am-4pm 1 day per week
LOCATION	Asylum Seekers Centre
START DATE	As per agreement
REVIEW/END DATE	Review after 3 Months
TRAINING	Compulsory attendance at ASC Introductory Volunteer Session

Background

The Asylum Seekers Centre of NSW is the only organization in Sydney working exclusively with community-based asylum seekers. We are an independent, not-for-profit organization funded through grants received from religious and philanthropic foundations as well as individual donations. Our vision is that asylum seekers be welcomed to Australia and afforded a dignified, meaningful and safe existence pending the fair, transparent and expeditious resolution to their claims.

In addition to our case management and volunteer-led recreation and education programs, we run a health care program for Medicare ineligible clients, administered by a part-time program coordinator and reliant upon a network of pro-bono health practitioners. The Volunteer Health Care Workers will work closely with the Health Care Coordinator to secure access to the health system for clients, essential pharmaceuticals and pro bono care from an extensive array of health professionals

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Relevant degree in nursing/other health related field or equivalent experience

- Experience working with clients from Culturally and Linguistically Diverse backgrounds in relation to their health needs
- Demonstrated sound understanding of issues affecting asylum seekers within the current Australian context
- Good oral, written, cross-cultural and interpersonal communication skills
- Capacity to work cooperatively and independently in demanding but friendly NGO environment
- Demonstrated understanding of and commitment to EEO, OH&S and child protection policy and legislation

DESIRABLE:

- Experience in working with asylum seekers and/or refugees
- Sound understanding of inequities in social determinants of health
- A commitment to the principles of social justice
- An understanding of torture and trauma issues affecting asylum seekers and their health implications
- Proficiency in a relevant community language (e.g. Arabic, Mandarin, Indonesian, Spanish)

PRIMARY OBJECTIVES

To provide a health support service for asylum seekers residing within metropolitan Sydney

PRIMARY DUTIES

- To facilitate health care services in collaboration with the Health Care Coordinator
- To support asylum seekers to develop a clear understanding of the health, welfare and other support services available to them
- To assist in conducting initial interviews of asylum seekers requiring health care
- To assist in case management and internal or external referral of asylum seekers with health needs
- To assist in managing appointments for GP, dental and optometry clinics
- To prepare health care room for GP and complementary health clinics when required
- To book x-rays, pathology and specialist appointments as requested
- To dispatch pathology specimens after clinic as needed

- To maintain clear, objective, accurate and timely file records of client contact and assessment, referrals and interventions
- To uphold the vision, mission and values of ASC by ensuring that those people who seek assistance at ASC are welcomed and treated with dignity and respect

Administration

- Participate in regular meetings with the Health Care Coordinator relevant to duties as required
- Understand and comply with ASC policies and procedures, including attending compulsory training events

Personnel

- 3 monthly review with Health Care Coordinator and/or Volunteer Coordinator

Other

Perform other duties as required

TRAINING

Compulsory attendance at ASC Introductory Volunteer Session which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer
- Strategies in working with asylum seekers

VOLUNTEER BENEFITS

- Making an invaluable contribution to asylum seekers ability to communicate;
- A challenging and rewarding experience;
- An opportunity to meet new people and share ideas;
- An opportunity to keep abreast of the latest issues regarding asylum seekers;
- Ongoing training.

PEOPLE INTERESTED IN THIS POSITION SHOULD EMAIL

- Completed application form
- Current CV

- Details of 2x references

TO **ascvolunteer@asylumseekerscentre.org.au**