

# NSDS VOLUNTEER INVOLVEMENT POLICY STATEMENT

## WORKING TOGETHER

As part of our community of volunteers, you are vital to the success of our disability support work. Our volunteers contribute valuable time and skills to deliver services and supports to enhance the lives of people with disabilities.

## NSDS RECOGNISES THAT:

- Volunteering is not a substitute for paid work
- Volunteers have similar rights, privileges and responsibilities to NSDS employees.

## NSDS IS COMMITTED TO:

- Foster a volunteer culture that is fun and rewarding;
- Recognise volunteers as individuals with distinctive skills, knowledge, goals and needs;
- Provide volunteers with accurate information about NSDS and our work;
- Provide volunteers with clear and consistent work role of Disability Support Worker (Volunteer);
- Provide volunteers with orientation and training required to perform their roles;
- Provide volunteers with the support, resources and equipment necessary to perform their duties;
- Provide volunteers with feedback about their work and how it contributes to achieving our strategic goals;
- Provide safe working environments and practices for volunteers;
- Protect volunteers with insurance; and
- Keep volunteers' personal information private and confidential.

## NSDS VOLUNTEERS ARE EXPECTED TO:

- Uphold and represent NSDS's vision, mission and values.
- Be committed to performing their role and be reliable.
- Ask for support when needed.
- Be accountable and accept feedback.
- Respect NSDS's confidentiality and that of our clients.
- Be sufficiently aware of client needs to be able to manage interaction with clients appropriately.
- Respect the rights of other volunteers and the staff they work with.
- Follow all reasonable instructions from their Manager.
- Acknowledge the decisions made by their Manager and NSDS.
- Follow all workplace health and safety procedures and report all hazards, risks and incidents to their Manager.
- Address areas of conflict of interest with their Manager.

## WHO CAN BE A NSDS VOLUNTEER:

Volunteer placements offered by NSDS are for Disability Support Worker (Volunteer). NSDS will involve volunteers in meaningful and useful activities that contribute to the outcome of NSDS's work, balanced with due consideration to the needs of NSDS clients. People wishing to become a volunteer need meet the requirements as stipulated in the Position Description.

Volunteers are required to complete all pre-employment screening checks including a Police check and Disability Worker Exclusion List (DWEL) check.

Volunteers are required to complete the NDIS Quality & Safeguards Commission's Worker Orientation Module 'Quality, Safety & You' and provide a copy of the Certificate of Completion, prior to commencement of work with NSDS.

NSDS has the right to offer or withhold an offer of a volunteer placement to any applicant based upon the availability of a suitable volunteer role for that applicant at that time. The offer of a volunteer role at NSDS is in no way a commitment to an offer of a future paid role at NSDS.