



Volunteers Pack

VOLUNTEER JOB DESCRIPTION

Position: Support Person
Location: Independence Games
Date Issued: 30th November 2010
Days of Work: 15th – 17th April 2011

Practice times as arranged by the Independence Games Coordinator

Our Mission

To achieve 'a better future for people with disabilities' through supporting individuals and their families to live ordinary lives within the community, and to affect change in communities so disabled people have access to the same opportunities as other New Zealanders.

Our Vision

Disabled People are valued participants in society

Our Values

CCS Disability Action will act at all times in ways that:

- Enable disabled people to make **informed choices** in their lives
- Generate increasing levels of **inclusiveness** of disabled people in our society
- Are **respectful** of each person we work with
- Allow each person the **dignity** to express themselves, to experiment, to reach, and to learn.
- Celebrate **diversity and difference**

Guiding Principles

We apply the following principles to our activities:

1. We work in a community development approach, building service responses in partnership with disabled people and their families so that natural family and community systems are developed

2. We measure the success of our work by its ability to facilitate ordinary life opportunities and experiences for disabled people. 'Ordinary' means the ordinary opportunities available to all New Zealanders to learn, have relationships, have a home, work and participate in the community, and belong in a cultural and spiritual tradition
 3. Our services work to meet the needs and aspirations of Maori who have a disability and their whanau, in ways consistent with the Treaty of Waitangi, and taking key learning's from this relationship towards developing a multi-cultural organisation.
 4. We undertake an approach in all our work that uses positive images of disabled people, their families and whanau, with emphasis on social justice and personal achievements
 5. Our services evolve in line with evidence based practice, current theory, learning's from the disability rights movement and feedback from disabled people, their families and whanau
 6. We will strive to live our values and be consistent in our practice
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Purpose:

The provision of support to young people participating in the 2009 Independence Games.

Qualifications:

This person will possess a good understanding of providing support in a respectful competent and enabling manner.

Reports to:

Christchurch Independence Games Team Manager

Functional Relationships:

- ❖ Young people, their family/whanau
- ❖ Independence Games Coordinator
- ❖ Family and Youth Team Services Coordinators
- ❖ Other Service staff
- ❖ Other Volunteers
- ❖ Other Independence games teams members

External to CCS Disability Action Canterbury West Coast

- ❖ Wider community
- ❖ Community Based Support groups/Services

Key Functions:

1) To provide support to children & young people taking part in the Independence Games.

Outcome:

- Support is delivered in a competent and respectful manner, according to CCS Disability Action service specifications, for which children & young people express high levels of satisfaction, and which are consistent with the cultural values of the individual, and his or her family/whanau. All support provided must meet accepted standards of Health and Safety to both the child/young person and the support person.

Measures:

- Feedback from young people and family/whanau
- Feedback from other volunteers
- Feedback from Christchurch Independence Games Team Manager

2) To work with the Independence games Team Manager to ensure that support tasks are carried out effectively and in line with the child/young persons wishes.

Outcome:

- Support person meets the requirements of each client as requested.

Measures:

- Feedback from young people and family/whanau
- Feedback from other volunteers
- Feedback from Christchurch Independence Games Team Manager

Signed:

Volunteer Support Person

Date

Practice Coordinator/Branch Team Leader

Date

SKILL REQUIREMENTS, EXPERIENCE AND PERSONAL ATTRIBUTES

- Positive attitudes towards people with disabilities, is encouraging, enthusiastic and supportive of service users aspirations, wants and needs.
- The ability to work in a cooperative manner with colleagues and peers, with commitment to the standards, policies and goals of CCS Disability Action.
- A sensitivity and belief in the *rights* of people with disabilities to live lives as close to those of their non disabled peers as possible.
- A knowledge of what constitutes safeguards in the lives of vulnerable people.
- An understanding of the values and aspirations of people with disabilities and the ability to address these in practice.
- Commitment to biculturalism.

CCS

Confidentiality Code of Practice

Confidentiality Code of Practise

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1. Mission Statement

A BETTER FUTURE FOR PEOPLE WITH DISABILITIES

2. Goals of CCS

To work with people with physical disabilities and their family/whanau, to ensure:

- a. Participation at all levels of the organisation by people with physical disabilities
- b. That CCS is consumer driven
- c. Issues related to disability are promoted at community and government level

and to promote

- a. Equality of opportunity
- b. The inclusion of other relevant people in the decision making process
- c. Full community integration
- d. Through education, an acceptance of people with physical disabilities in the community
- e. Continuing research and education to reduce the incidence and effects of disability

3. Philosophy

CCS core beliefs and values:

Individual Worth and Integrity

Every person is a unique individual of worth, with a right to life, together with the rights, privileges, responsibilities and services of society.

People with physical disabilities are entitled to be treated in such a way that their dignity as individuals and their rights to privacy, confidentiality and personal preferences are preserved.

People with disabilities are entitled to personal safety, freedom from abuse and exploitation.

Self-determination, Independence, Choice

People with disabilities are entitled to self-determination.

All people with physical disabilities, no matter how severe, can achieve a degree of independence.

Options for people with disabilities should have the same quality, breadth and range as those available to other people.

People with physical disabilities have the right to free choice in personal development and full access to the means to develop their potential. This includes the right to accept, modify or reject their personal development opportunities.

Community Integration and Participation

People with disabilities have the right to choose the community in which they live and to participate effectively in the life, services, activities and aspirations of that community to the degree that they wish.

People with physical disabilities are entitled to equal freedom from the limitations imposed by environmental, social, financial or vocational barriers.

4. Constitution

Available as separate document.

CCS is an incorporated society and the duly signed constitution is available for inspection upon request.

Taken from CCS Operations Manual

5. Confidentiality Code of Practice

Key Principles

To protect confidentiality of personal information, the following Key Principles will guide the collection and management of all personal information:

1. All individuals will be informed that information is being collected about them.

It is important that whenever personal information is being collected, be it formally or informally, the person concerned, be the consumers, staff, donors, job applicants or volunteers, are aware of the fact so that they are in a position to give their consent.

2. All individuals will be informed of the purposes for which information is being collected.

People have a right to exercise control over the information which is collected about them. They therefore need to know how the information is to be used. CCS brochures and forms should include explanations as to how information is to be used and staff should take care to routinely explain, when collecting information, all the uses of that information.

3. All individuals will be informed as to who will receive personal information.

If information is to be passed on to a third party the person supplying the information needs to know this at the time the information is supplied. If the same information is to be used by different people within CCS or is to be used by other service providers, this fact needs to be explained at the time the information is being provided.

4. All individuals will be advised of the consequences if they choose not to supply particular information.

Some information, which CCS collects, may not be essential to the organisation and if a person refused to provide it, it would not affect their participation in CCS programmes or activities. Other information might mean that they would not qualify for, as an example an Operation Mobility card, or they might prejudice their chances for employment if certain details on an application form were not completed. These situations need to be explained to the person concerned.

5. All individuals will be advised of their rights to access and correct any personal information held by CCS.

People need to be advised, first of all, that they have a right to examine and correct personal information held by CCS and, secondly, they need to be advised how to go about accessing and correcting this information.

General Practice Guidelines

1. All CCS personnel including volunteers will sign individual confidentiality agreements before being involved in Branch activities.
2. Confidentiality policy applies to both written and verbal communication.
3. All individual consumer records, donor information, employee records and volunteer information will be used and stored in a manner, which ensures the maintenance of their security.
4. All consumer files will be regarded as the property of the individual consumer who will be given access on request subject to reasonable verification of the consumer's identity and where it is deemed necessary to protect client confidentiality, a requirement that the request be in writing.

5. Records relating to individuals are to be factual, non judgemental, and regularly updated with the knowledge of the person concerned and all redundant information is to be deleted from the information systems and outdated files are to be destroyed.
6. Only authorised Branch personnel will access consumer files and only where it is consistent with the purpose for which the information was obtained and for which the consumer has given their consent.
7. The publication or passing on of information, photographs or personal details will be undertaken only where prior individual, written consent has been obtained from the person concerned.
8. Generalised client lists, names, addresses or case details will not be released to any individual or organisation other than CCS offices without the consumers prior written approval.
9. Branch personnel will make consumers aware of the purpose of the nationwide Statistical Database.
10. Clients, staff, volunteers, job applications, Operation Mobility card holders, donors and Trust applicants will have access to their own personal data held by CCS if they are known personally by the person granting access or if the request is in writing and identification can be verified.
11. Generally, where personal information has been requested it is to be supplied promptly by CCS in writing.
12. Computer files containing personal information are to be accessed by the use of a password which is to be changed frequently and irregularly. Regular back-up files are to be made and securely stored.

Staff

13. All CCS personnel will be personally responsible for guarding against casual indiscretions that may damage professional service delivery or consumer/staff/and interagency relationships.
14. The safety of the consumer and any other person who may be a risk will override issues of confidentiality.
15. Any meeting or discussion, which may involve disclosure of personal information relating to a consumer, or any other person who has supplied personal information in confidence, will take place in an area, which is not open to the public or any unauthorised person.
16. Consumer information shared during professional supervision is bound by this Confidentiality Code.

17. CCS staff involved with other agencies, when approached, will state clearly the effects of the CCS confidentiality policy on their ability to share information.
18. Where CCS staff are making application to the Fairey or Halberg Trust on behalf of a client, an explanation is to be given as to the information supplied and reasons as to why the information is required. Staff will also provide the client concerned with information regarding the nature of the Trusts, the identity of the Trustees and will confirm in writing that the client was aware of and consented to the application being made.
19. Information relating to criminal records of employees is to be kept in a locked filing cabinet or safe and is to be accessible only to the chief executive or appropriate manager.
20. Care will be taken to ensure that if an employee is given access to their own personal file they will not have access to personal information relating to any other employee.
21. Where an employee requests a correction to their personal file, that correction is to be made by the Administration Manager and if the correction is not made the file is to include a statement from the employee as to the correction sought.
22. If CCS is asked to supply personal information about an employee or past employee to a prospective employer, clear authorisation will be obtained from the personal concerned before any information is supplied.

Committee Members

23. CCS Committee Members do not have privileged access to consumer information or any other personal information such as information relating to staff or donors unless the person supplying the information is aware at the time the information is supplied, such as in the case of staff appointments, that it will be accessible to Committee Members.
24. The Committee Members role will remain distinct from any professional involvement they may have with CCS consumers in any other role. Any request to a Committee on behalf of a consumer will be taken only with the consumer's consent.

Family/Whanau Support

25. Confidentiality will extend at all times to communications of family/whanau with CCS staff.
26. CCS staff will work with family/whanau to assist them to understand CCS confidentiality policies and that some information will be confidential to the person with a disability and will not be shared with them.

Consumers

27. Confidentiality applies to all consumers who have access to their personal, confidential information held by a Branch.

Volunteer Application

Tick One: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
Family Name:	Street Address:
First Names:	Area/City and Postcode:
Known As:	Postal Address if different from above:
Date of Birth (optional): □□/□□/□□□□	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Phone:	Mobile Phone:
Work Phone:	May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Ethnic Group/Iwi:	Email:

We have limited volunteer opportunities. Please tick those that interest you:

<input type="checkbox"/> Youth Groups	<ul style="list-style-type: none"> • Supporting young people in their social activities. • ChCh Youth Groups - Friday evenings and school holidays
<input type="checkbox"/> Independence Games	<ul style="list-style-type: none"> • Weekly work with team members during the Feb – March run up to the Games. • Support to team members during the Games weekend (Fri – Sun) in the term 1 / 2 school holidays.
<input type="checkbox"/> Other Events	<ul style="list-style-type: none"> • Support to people • Organisational assistance

1. Please complete the following questions – attach another sheet of paper if you need more space.

How did you hear about CCS Disability Action?

Why are you interested in doing voluntary work?

What experience have you had with people with disabilities?

What previous volunteer experience have you had?

Work experience

Qualifications

Personal Interests

2. Have you had any previous involvement with CCS Disability Action?

- Paid work Yes No
Voluntary work Yes No
Service User Yes No
Committee member Yes No

If 'yes' please state dates and which offices:

3. Do you have an injury, medical condition or impairment which:

- a) May affect your ability to carry out the tasks you will be asked to undertake if you volunteer with us?
 Yes No
- b) May be aggravated by the tasks you will be asked if you are offered this position with us?
 Yes No

If you have answered "Yes" to either of the above:

Please describe your injury, medical condition or impairment.

Please advise what supports and / or adjustments to your volunteering conditions you will need

4. Do you have a current driver's licence?

- Yes No
 Learners Restricted Full

5. Is there anything else that CCS Disability Action should know to assess your suitability for appointment as a volunteer?

- Yes No

If Yes, please give details

6. Referees

Please provide the names of two people who could act as Referees for you. Referees will only be contacted if you have been interviewed for a volunteer role. The information will be confidential between the referee and the agency.

Name	Address	Telephone	Relationship

7. If you are offered a volunteer position, our general expectations of you are that you will:

- Respect the confidential nature of the work that takes place at CCS Disability Action
- Keep confidential any information shared or observations made
- Sign a Code of Confidentiality form
- Ensure that any comments or disclosures made by service users or families/whanau are appropriately referred to a member of staff
- Report any observations or results of possible care and protection issues directly to your supervisor
- Treat with respect and dignity any service users, families/whanau and staff irrespective of gender, age, disability, race, religion, political belief or sexual orientation
- Exercise discretion and minimise personal questioning when talking informally with service users, families/whanau

- Ensure an appropriate dress code and manner
- Inform the office/your supervisor when you are unable to attend due to sickness or other reason
- Inform your supervisor of other work or study commitments that you take on

Our Health and Safety expectations of you are that you will:

- Consent to a Police Licensing and Vetting Service check
- Comply with the health and safety requirements as advised to you during induction and training.
- Inform CCS Disability Action if you are convicted of any criminal convictions – in particular sexual crimes or crimes of violence against a person

Our undertaking is that we will provide:

- An induction and orientation programme
- A friendly caring and supportive environment
- A named supervisor with whom you may expect to regularly review your position and any training or support needs
- A month's trial after which we will meet with you

I agree to the above conditions and to your contact with my named referees

The information I have supplied in this application is true and correct. I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment as a volunteer, or if appointed, may have this role withdrawn.

Signature	Date

**Please return to:
 Business Support Services
 CCS Disability Action
 PO Box 8066, Christchurch
 Or Fax to: (03) 3729 507**



South Island Independence Games

SUPPORT PERSON INFORMATION

Team Name: _____

Number Of Supporters: _____

T-Shirt Size:

Please indicate the number of t-shirts you require of each size

S M L XL

Food / Dietary Requirements:

Do any of the volunteers have food allergies or special diets Yes No

Please give details:

Comments



**CCS
disability action**
Including all people

TE HUNGA HAUA MAURI MO NGA TANGATA KATOA

Upper South Region

Volunteer Emergency Information Check List

Name of Event: Independence Games 15th – 17th April 2011

Name of Volunteer: _____

Emergency Contact Details

Name: _____

Phone Number: Home _____ Work _____ Cell _____

Relationship to Volunteer _____

Medical Alert

Any medical condition(s) that we should know about eg Allergies

Usual treatment for the above

Dietary Requirements e.g. vegetarian

CCS Disability Action will take all care but no responsibility

In the event of an emergency/accident I give CCS Disability Action permission to arrange any necessary treatment:

Signed: _____ Date: _____

Event volunteer



CCS
disability action
 Including all people

CCS Disability - Upper South Region (Nelson, Marlborough, West Coast, Canterbury, and South Canterbury)

TE HUNGA HAUA MAURI MO NGA TANGATA KATOA

Upper South Region

Consent to disclosure of information
Exception – section 19(3)(e) Criminal Records (Clean Slate) Act 2004

To: Licensing and Vetting Service Centre
 Police National Headquarters
 PO Box 3017
 Wellington 6140

Note:
 A stamped, self-addressed envelope must accompany all requests

To be completed by third party that is to receive the personal information

I declare that the exception contained in section 19(3)(e) of the Criminal Records (Clean Slate) Act 2004 applies to this vetting request – the individual concerned has made an application to act in a role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person. The role the applicant will be acting in is that of (briefly describe role):

Signed: _____ Print full name: _____

To be completed by individual authorising release of personal information

I hereby authorise you to disclose any information you may hold about me to the above signed third party. I confirm that I am aware that my full criminal record will be released even if I meet the eligibility criteria stipulated in section 7 of the Criminal Records (Clean Slate) Act 2004 due to the application of exception contained in section 19(3) of that Act, as set out above.

Signed: _____ Date: _____

Name: _____
Surname First names

Maiden or any other names used Sex: _____ (M/F)

Date and place of birth: _____

Nationality: _____ Driver licence no.: _____

Full residential address: _____
Street name and number

Suburb, City/town

Comments of the New Zealand Police

A stamped, self-addressed envelope must accompany all requests.

Agency code C20410

Consent for use of images by CCS Disability Action

CCS Disability Action is always looking for opportunities to take its mission statement 'a better future for people with disabilities' into the wider community. Photographs and images used as they are or in videos, DVD's and PowerPoint presentations help us to do this in interesting ways that are easily understood.

The images you agree to our keeping may be used in the following ways:

- On relevant website pages
- In exhibitions
- In brochures and leaflets
- In other publicity

We will do our best to advise you when we select your image for one of these purposes and whenever possible we will send you a copy of what we have produced. We will keep and may use your image during the next three years. We will then contact you again to see if you are still happy for your image to be used.

I hereby agree to my/ my child's/ my children's photographs being used for the above purposes.

Signed _____ Date _____
Name _____ Phone _____
Address _____
_____ Email _____