

VOLUNTEER OPPORTUNITY STATEMENT

Position Title:	English teacher/tutor/group leader - Volunteer Support
Location:	CatholicCare Dandenong Office: 33 Princes Hwy, Dandenong
Hours:	Thursday 10 am to 12 weekly from August to 15 th September 2022
Reports to:	Settlement Support Worker & Manager, Refugee Services (Eastern Area)
Accountable to:	Manager, Refugee Services and Volunteer Coordinator

About the Social Group

CatholicCare's Refugee Settlement Program equips refugee and humanitarian entrants with the social and life skills necessary for successful integration and settlement in Australia. These people are often vulnerable and may have mental health issues, be unemployed, have language barriers and be socially isolated.

The English Class aims to provide participants with instruction, support and basic knowledge in conversational English. CatholicCare will provide a supportive and safe environment for the group, enabling each participant to build their confidence in speaking English while providing opportunities to form and build social connections. The skills learned in the classes may lead to, or assist participants with future employment opportunities. It will assist participants with their English communication and comprehension skills.

Any discussions that lead to the discovery of additional support needed by the community, will be followed up by the Program Coordinator.

Our CatholicCare Victoria Values

At CatholicCare Victoria:

- We value people - our clients, colleagues and communities are at the heart of the work we do.
- We value action - we support communities, strengthen relationships, build strength and resilience, and work together to help everyone reach their full potential.
- We value fairness - we believe all people have a right to justice, safety, equity, self-determination and participation.

Our Values are:

Respectfulness	We value people for who they are and recognise what they are doing. We interact with others honestly and in a positive, considerate, and caring manner.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promises.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
Compassion	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

Duties of the Volunteer

- Lead a group of women learning conversational English
- Enable participants to feel welcome, included and supported during the sessions
- Facilitate meaningful and informative discussions
- Communicating information with enthusiasm, clarity and patience
- Encouraging participants to form social connections with others in the group and practice their English conversation skills
- Follow confidentiality and workplace safety protocols at all times
- Observe the progress of participants and provide assistance as required
- Liaise with the Settlement Support Worker and advise on program developments or requirements, and promptly report on any concerns

Skills, Experience and Attributes

- Ability to work with participants from culturally and linguistically diverse backgrounds who have limited English.
- Excellent verbal and interpersonal skills, with the ability to communicate cross-culturally
- Be patient, flexible and reliable.
- Able to commit to the program for at least one school term.
- Knowledge and basic experience with teaching or tutoring and/or related skills would be an advantage but not essential
- Teaching qualifications are NOT essential for this position.

Other Requirements

- All volunteers are required to undergo a Police Record Check (PRC) and a Working with Children Check (WWCC) prior to commencing any voluntary work with CatholicCare (NOTE: CatholicCare will facilitate the PRC at no cost to the volunteer and will reimburse the cost of passport photos if required for the WWCC)
- All volunteers are required to read and sign a Volunteer Declaration, stating they have read and understood CatholicCare Policies and Procedures
- Volunteers who also assist with the Parent's Support Group (Cooking) will be asked to complete a free online Food Handling course, prior to commencement.

Application

- All volunteers are required to complete or provide the following application and registration documents:
 - Volunteer Expression of Interest Form
 - Volunteer Registration Form
 - Working with Children Card
 - Police Record Check Form, accompanied by 100 points of identification (originals must be sighted or certified copies provided)