

IMPACT Community Services

Position Description

JOB TITLE: Volunteer Homework Tutor
PROGRAM: Family Mental Health Support Services

Who are we? As a charitable organisation, IMPACT Community Services Inc supports people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.

What is our vision? To lead the community in pioneering improved life opportunities

What is our mission? Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?
 What do we expect from our staff and what do our clients expect from us?

Trust we are honest, accountable to our community and transparent in our actions

Empowerment in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want

Relevance we serve our community’s needs through a contemporary individual choice based approach to community service

Compassion we are caring and understanding in our support of people in our community

Inclusiveness we believe that diversity in our community makes us stronger and provide equal opportunity to all

OVERVIEW:

The Volunteer will support, assist and work with the FMHSS Homework Club to provide learning support to school students to assist in developing young people’s confidence and helping them socially and academically to participate in school in a more meaningful way. In particular, the program focuses on literacy, numeracy, homework support and study skills.

The client group comprises vulnerable, high risk children who have potentially been exposed to DFV and harm, so Volunteers need to be / become aware of the potential impacts of trauma and how this may affect the children’s learning capabilities.

An induction and program overview process will be provided to volunteers to help them understand and prepare for the program and client group.

The Volunteer agrees to deliver professional and quality services to clients for no financial payment and of their own free will and without coercion.

The FMHSS Homework Club operates each Tuesday from 3.30pm – 5pm during school terms. We are **seeking Volunteer tutors who can commit to the program for a minimum of 6 months.**



MAIN DUTIES/RESPONSIBILITIES:

Tutors will work alongside FMHSS Team and be supported by the FMHSS Homework Club Coordinator:

- Tutoring student individually or in small groups to develop literacy, numeracy and study skills
- Assisting students to complete homework and assignments
- Keeping records of attendance
- Monitoring student progress over time
- At all times, acting as a positive role model for students
- Takes reasonable care for personal health and safety in the workplace and that of others
- Ensures security of confidential information at all times
- Works under Supervision and reports to the Manager and/or direct supervisor when required
- Demonstration at all times to the IMPACT Commitment Statement
- Professional relationships with team members and staff are developed and maintained
- Information, instructions and decisions are understood and adhered to
- Represents IMPACT Community Services with dignity and professionalism
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization.

CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- Sensitivity to **cultural differences**, understanding and valuing of diversity
- **Patience**, dependable, understanding, and flexibility
- Good **English language** reading and writing skills
- Basic **math** skills
- **Confidentiality** – Understands the importance of maintaining a high degree of confidentiality.
- **Communication** – Expresses ideas clearly and confidently in English. Listens, understands and follows instructions. Understands the importance of seeking clarification if unsure.
- **Motivation** - Demonstrates a genuine enthusiasm and positive energy.
- **Personal Focus** – Demonstrates the ability to be organised and understands the importance of punctuality.
- **Client Focus** – Demonstrates a genuine interest and rapport to assist and support clients.
- **Team Focus** – Understands the importance of working in and with a Team.
- **Outcome Focus** – Demonstrates the ability to identify and resolve problems in a logical and calm manner. Understands the importance of seeking advice and support from the supervisor/manager to resolve problems of a more complex nature that may arise from time to time.
- **Ability to commit to the program for a minimum of 6 months**

Desirable

- First Aid Certification



LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that volunteering is subject to obtaining/holding all requirements listed below. These requirements must be maintained throughout the volunteering period. IMPACT will assist with Blue/Yellow cards where eligibility is determined.

- Queensland Driver's Licence / C Class
- All volunteers must undergo Impact Community Services screening procedures, including interview, reference checks and Working With Children Checks. Possession of, or willingness to obtain, Prescribed Notice (Yellow Card), Working with Children (Blue Card), National Police Check (AFP).
- Volunteers must attend an initial induction

If interested in volunteering for this program please send an expression of interest to HR@impact.org.au outlining your suitability and motivation for helping these youth.

In the email subject line please write: **HOMEWORK TUTOR VOLUNTEER APPLICATION.**

Thank you

People and Culture team.

