

<b>Position title:</b>	SSI Volunteer for OzHarvest	<b>Times:</b>	Thursdays 1 pm-5 pm (approx.)
<b>Report to:</b>	Program Manager - Housing Services, Housing Officers	<b>Location:</b>	Auburn

## About Settlement Services International (SSI)

Settlement Services International (SSI) is a leading community-based not-for-profit organisation that provides a range of services in the areas of refugee settlement, asylum seeker assistance, housing, multicultural foster care, disability support and employment services in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

### At SSI, we value:

- Social justice - Equity and access for all
- Diversity - Respecting diversity and being non-discriminatory
- Compassion - Caring, empathy and respect for the dignity of others
- Respect - Co-operation and mutual respect

### In delivering our services, we value:

- Quality - Dynamic, flexible and responsive service
- Ethics - Professional practices and accountability
- Innovation - Commitment to partnerships and excellence

## Purpose:

The OzHarvest food delivery assists SSI clients with their day to day needs by providing donated food delivered by OzHarvest. This is an opportunity for volunteers to get involved in the various aspects of the food delivery to ensure that clients receive these supplies.

## Specific duties and responsibilities:

*Can include one or more of the following:*

Carry and transfer items from the OzHarvest van and sort items into perishables and non-perishables. Store perishables in the fridge and freezer (as appropriate). Non-perishables will be sorted into food bags for collection.

Bags need to be counted and recorded – Please advise Housing staff of the amount of food bags created before any are distributed or collected. Empty boxes will be packed down and discarded appropriately.

Volunteers are required to remain committed to and uphold the values of SSI.

## Skills, Knowledge & Experience:

<b>Mandatory Checks:</b>	Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/> <i>In addition, for volunteers using own cars:</i> Drivers Licence <input checked="" type="checkbox"/> Comprehensive Car Insurance <input checked="" type="checkbox"/> Car registration <input checked="" type="checkbox"/>
<b>Desirable Experience</b>	Previous experience in working with people from Culturally and Linguistically Diverse (CALD) backgrounds
<b>Skills, knowledge and specialist expertise:</b>	<ul style="list-style-type: none"> <li>• Food handling skills</li> </ul>

## Benefits:

**Reimbursement:** Volunteers will be reimbursed for all public transport costs incurred while volunteering. Volunteers will also be reimbursed for mileage while using own vehicle to travel to the volunteer work (volunteers will not be transporting clients in their own car).

**Training:** Volunteer induction and ongoing trainings are provided free of cost.

**Mailing List:** Volunteers will be included on SSI's internal mailing list where they will be kept up to date with volunteer opportunities, news about the achievements and contribution made by volunteers, job opportunities, and events that are occurring within and outside of SSI.

**Volunteer Recognition:** Volunteers at SSI are appreciated and recognised through annual events that are held each year

## Authorisation:

Volunteer Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Program Signature \_\_\_\_\_ Date \_\_\_\_\_