

Position title:	Donations Pick-up and Delivery Assistant	Commitment requested:	Volunteers who have flexible availability to support pick-up and delivery on an ad hoc basis
Report to:	SRSS Case Work Manager	Location:	Various locations across Sydney

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support 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 – Cooperation 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:

SSI has an established donations initiative to support families, from all of its programs, with items such as children's clothing and toys, non-perishable food, cots and prams and small household appliances. This initiative requires semi-regular pick up, drop off and sorting of donations.

The Donations Pick-up and Delivery Assistant supports this initiative by collecting, sorting and delivering these donations to families being supported by the organisation.

Specific duties and responsibilities:

- Pick up donations, of a reasonable weight and load them into the vehicle being used for collection
- Drive to a predetermined drop off point, such as an SSI office or a client's home, and unload donations
- Ensure that all donations stored at SSI offices or equivalent are sorted to meet work health and safety requirements
- Actively support SSI's vision and values
- Work in accordance with SSI policies and procedures
- Follow all reasonable directions provided by the Case Work Manager or delegate

Position requirements:

Background checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • A current and valid driver's licence • Positive attitude and friendly in nature • Ability to lift donations of a reasonable weight. Items could include baby cots and prams • Ability to work effectively and efficiently in an independent work setting • Flexible availability to meet the initiative's needs for pickup and delivery of donations
Desirable	<ul style="list-style-type: none"> • Previous experience working with people from culturally and linguistically diverse (CALD) backgrounds • Have own vehicle available for delivery and pickup. This vehicle would need a larger storage space, e.g. van or ute and have comprehensive insurance

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: Volunteers will be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____