

Volunteer Role Description

Skills Development and Community Engagement Unit



marymead
children • families • community

Position Title	SibworkS Scribe
Reports to	SibworkS Facilitator (Marymead Autism Centre Service Coordinator)
Program Area	Marymead Autism Centre
Location	Cook Community Hub, Cook
Position no.	VASG2
Description of Project/Purpose of Assignment:	
<p>Marymead has been operating in the Canberra and surrounding NSW region for 51 years, delivering therapeutic and support services to meet the needs of children, young people and families in the community. Our organisation has a justifiable reputation for the delivery of high quality services to support vulnerable children, young people and families.</p> <p>Marymead’s Autism Centre provides a wide range of invaluable services and support to individuals on the autism spectrum and their families, all of which are person centred, strengths based, flexible, accessible and responsive.</p> <p>SibworkS is a six week program for the SIBLINGS (aged eight to 13 years) of individuals on the Autism Spectrum. Its aim is to help reduce any feelings of isolation and to develop the confidence and skills to better manage challenges they face. Each session involves afternoon tea, games and discussion time.</p> <p>This time round, we will have a young boy unable to write and so we are seeking an enthusiastic volunteer to be the scribe for the child during each session. Of course you will also be able to participate in the group as a whole.</p>	
Outline of Volunteer’s Responsibilities or List of Tasks	
<p>The SibworkS Volunteer will:</p> <ul style="list-style-type: none"> • Support the individual during each session • Undertake any writing for the child during each session • Behave in a manner consistent with Marymead values and policies • Other duties as requested by the Sibworks Facilitator 	
Outcomes/Goals:	
<p>To know that things are going well, we will see:</p> <ul style="list-style-type: none"> • You engaging with the young boy and participants • Any written notes (only where applicable) • Increase in positive interaction with you and the group • A positive response from the child 	
Training and Support Plan:	
<p>You will be required to attend a Marymead Autism Centre specific induction conducted prior to the first day of the role. This will orientate you to the premises as well as provide you with information about:</p> <ul style="list-style-type: none"> • The Marymead Autism Centre • SibworkS and your responsibilities in the role <p>You will coordinate with the SibworkS Facilitator prior to each session (at times convenient to you both) so you will know what is required for each session.</p>	
Reporting:	
<p>There is no specific reporting required for this role. You will have the opportunity to debrief with the SibworkS Facilitator after each session.</p>	

On arrival at each session, you will report to the SibworkS Facilitator.

Report any incidents to the SibworkS Facilitator.

Time Commitment:

We will require someone on Monday afternoons from 3:30pm – 5:30pm in weeks two to seven of Term 3.

Cook Community Hub
41 Templeton Street
COOK

A commitment to attending the each session is required.

Qualifications, Experience, Qualities or other requirements:

This role would suit someone who:

- Has an understanding of or experience with individuals on the Autism Spectrum
- Interacts well with young people
- Has had direct experience or qualifications related to the Autism Spectrum
- Can take directions
- Has well-developed communication skills

To be considered for this role a satisfactory police check (undertaken by Marymead) and a WWVP card is essential.

Benefits:

The benefits of this role include:

- Being a part of a friendly and supportive team
- Knowing that you are contributing to Marymead's program goals
- Engaging with the local community and contributing to their social and mental wellbeing
- The ability to promote positive awareness about the Autism Spectrum
- Meeting new people
- Smoke free environment

Date Developed	Student Placement and Volunteer Coordinator 02 July 2018
Date Reviewed	Marymead Autism Centre Service Coordinator 02 July 2018
Date Approved	Marymead Autism Centre Team Leader 02 July 2018