



TADACT Skilled Volunteer Recruitment Process

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The skilled volunteers at work

- Once a client or their representative has given the 'Go Ahead' for TADACT to produce an aid, the skilled project volunteer will refine the design in consultation with the client and an allied health and/or education professional, and make the product. This can take 2 to 6 weeks, sometimes longer.

Skilled TADACT volunteers are ever mindful of the need for usability, strength, safety and professional finish in products. One objective when modifying an existing product is to ensure that the product can be restored substantially to its original condition.

Usually the skilled project volunteer will deliver the product, install it if appropriate, and assist the client to learn to use it, observe it in operation, and make adjustments or refinements if necessary.

This may involve a number of iterations to produce an item to the client's and/or the health professional's satisfaction.

The volunteer is responsible for making a record of the construction details of the product.

This record permits future maintenance of the product, if required. Where maintenance or repair is required, the matter is dealt with on a case-by-case basis.

On the rare occasion that the agreed solution proves inappropriate and the most effective way ahead is the construction of a new aid or device, this would normally be undertaken as a new project.

Volunteers may be requested by the Project Coordinator to provide advice about project issues.

TADACT relies upon volunteers to complete the projects that are the basis of this service and looks to recruit volunteers from a wide range of backgrounds who will undertake a variety of tasks with ingenuity and flexibility.

Requests of our clients for the provision of custom designed solutions to those specific needs are quite often unique. It is the special ingenuity and solution orientated approach that enables us to provide a quality service.

Volunteers provide their own workshops and equipment although TADACT has a limited range of equipment available for volunteer use.

Volunteer roles

Volunteer roles undertaken are:

- Skilled project volunteers
- Skilled Project administrative volunteers
- Skilled Non-project administrative volunteers
- Voluntary Board members

Volunteer recruitment process

The process used for the recruitment of volunteers is as follows:

- Requests for volunteers are promoted throughout the regions in which TADACT operates by word of mouth, presentations and media opportunities that might be available from time to time, including a variety of internet sites.

Prospective volunteers are provided with an information kit on the organisation. The kit consists of:

- A letter thanking the person on their interest in knowing more about being a Skilled project volunteer
- Volunteer Application Form which includes a signed acknowledgement that the prospective volunteer has read and accepts requirements set out in the Volunteer's Guide.
- A copy of the Volunteer's Guide, which includes:-
 - A TADACT overview and an outline of the service provided by TADACT
 - A description of what Skilled project volunteers do
 - The project management process
 - Insurance
 - Work, health and Safety of Volunteers, including safety guidelines in the workshop
 - General points on working with a person with a disability
 - Client's, Volunteer's and TADACT's Rights and Responsibilities, and
 - TADACT Child Abuse and Neglect Reporting Policy Summary
- Recent newsletter
- Police Check Application form or Working with Vulnerable People (WWVP) application form
- A description of how to make a bequest to TADACT to help people with disabilities.

Following receipt of the Volunteer application form the Executive Director will contact the prospective volunteer. Two references are also required. Volunteers will normally come to the TADACT office for a discussion with the Executive Director about TADACT and how they can best be used and to meet the TADACT staff. This provides an opportunity to answer any residual questions or concerns, and builds a rapport between the volunteers and staff.

TADACT is required to seek a police check for new volunteers. This is required to ensure that vulnerable people with disabilities (especially children and young persons) and the elderly are protected from possible exploitation.

Upon acceptance volunteers are asked to pay a one off small fee for insurance purposes. If the volunteer's application is rejected they are given the reasons of the rejection.

All project requests are matched to the appropriate volunteer with respect to location, skills and expertise, personal preferences of both consumer and volunteer, and cultural considerations.

Each volunteer is provided with a TADACT identity badge.

Each volunteer is required to support TADACT in meeting its Workplace Health and Safety obligation. This will occur through the induction process.

Volunteers provide a range of expertise and skills that enable the organisation to carry out the services that we provide to clients and to fulfil our obligations to stakeholders.

Volunteers come from diversified backgrounds such as professions, trades, para-professional and competent handypersons. They bring to their role in TADACT a willingness to contribute to the Mission and objectives of the organisation in ways that are beneficial to the volunteer, clients and the organisation

Skilled project volunteers bring skills and expertise in the areas of design, construction and modification and utilise these skills in the completion of projects that are requested.

Responsibilities

Volunteers will be asked to:

- Participate as a team member with the TADACT staff, client, and if required, other volunteers on projects
- Maintain a safe working environment in keeping with appropriate Workplace Health and Safety requirements
- Accept direction from TADACT staff where this is deemed necessary
- Accept projects only if able to complete them in a reasonable time frame
- Know and adhere to TADACT policies and guidelines, where appropriate
- Know and maintain clients rights to privacy and confidentiality as outlined in the Client's Rights and Responsibilities Statement
- Complete and submit a Project Report at the conclusion of each project
- Participate in TADACT's promotional activities, where possible
- Promote community awareness of the services offered by TADACT and assist in the recruitment of new volunteers

Skills and experience

Volunteers are required to advise if any project is not within their ability or comfortable area of work and have:

- A strong commitment to working with people with disabilities and the elderly.
- An ability to work as part of a team, where necessary
- A current drivers licence together with a safe driving record and own a vehicle