



## Upper Hume Community Health Service Volunteer INDUCTION Process

### Volunteer Identified

Word of Mouth – Off the street  
Media –  
Volunteer Resource Centre

**Interview** - Between  
Prospective volunteer/Program  
Coordinator and/or Volunteer  
Coordinator

### Police check and questionnaire

- These forms need to be sent to Business Services Manager OR Volunteer Coordinator for processing.
- A Purchase Order will be raised and volunteer information recorded on Volunteer Data base
- Team Leaders notified of cost

### Volunteer must undergo Generic Training –

- This covers OH & S, Confidentiality & UHCHS services. This will be provided by Volunteer Coordinator/Business Services Manager in conjunction with Program Coordinator

- Volunteer must sign "Volunteer Agreement" in Orientation to Volunteering Manual after training and kept on file with Volunteer Coordinator/Business Services Manager

### During interview -

#### Volunteer needs to:

- Supply a copy of their Drivers Licence
- Sign and Complete Police Check Form
- Receive a copy of 'Orientation to Volunteering'
- Receive a copy of Upper Hume Community Health brochure
- Receive a copy of Position Description
- Fill out Volunteer Questionnaire/Survey

#### ALSO

#### Interviewer needs to:

- Identify the capabilities of the volunteer and identify a suitable position within the organisation to utilise the potential of the volunteer
- Advise volunteer there is a process involved regarding their acceptance as a volunteer – this includes interviews, training and induction
- Volunteer **cannot** commence duties until a satisfactory Police check has been received
- Interviewer needs to give information about Upper Hume Community Health and the services we provide

- On **receipt** of returned **Police check** – Volunteer is to be notified in writing of their acceptance or non-acceptance as a volunteer by either Business Services Manager or Volunteer Coordinator
- Volunteer needs to be advised by Program Coordinator by phone about induction process, dates regarding specific job training and given a commencement date

- All volunteer paperwork is to be kept on file and recorded by Volunteer Coordinator / Business Services Manager –
- Name Badges to be prepared and supplied to Volunteer by Volunteer Coordinator/Business Services Manger