



## POSITION DESCRIPTION

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### **BUSHkids VOLUNTEERS – Human Resource Assistant**

STATUS:	VOLUNTEERS
HOURS:	Negotiable
REPORTING TO:	People of BUSHkids Coordinator
LOCATION:	Toowong

#### **THE ORGANISATION**

The Royal Queensland Bush Children's Health Scheme, BUSHkids, is a non-Government not-for-profit organisation which offers a range of allied health services to rural, remote and regional children of Queensland. Our clients are children aged from 0 up to 10 years and their families.

Our aim is to provide the following services:

- Health promotion, prevention and early intervention services
- Formal assessment of clients with psychological, social, emotional, behavioural or developmental needs
- Individual and group intervention based on family centred practice
- Professional development services to increase the capacity of local communities to meet the developmental needs of children and families who are geographically isolated

Services are provided from our regional centres in Bundaberg, Dalby, Emerald, Mount Isa and Warwick, and from our satellite centres in Inglewood, Stanthorpe, Kingaroy, Nanango, Agnes Water and Miriam Vale.

Regional activities are coordinated by support staff located in the BUSHkids Office in Brisbane.

#### **THE POSITION**

BUSHkids is a dynamic organisation providing high level clinical services by multidisciplinary Allied Health teams consisting of Occupational Therapists, Speech Pathologists, Psychologists and Family Health Support Workers. Progression of our work towards an even more effective service will be significantly enhanced by the support of volunteers.

These volunteers will provide assistance in various areas, including support for human resource management including providing administrative support, meeting coordination, assisting with creation of resources, and preparing documentation.



## **VOLUNTEER SUPPORT – Human Resource Assistant**

The volunteer will work within the Brisbane Office ensuring support for the People of BUSHkids Coordinator.

### **Key Responsibilities**

This includes, but is not limited to:

#### *General Administrative Tasks*

- General filing, and archiving where required
- Creating and maintaining databases
- Preparing documents such as meeting minutes, agendas, invitations and newsletters

#### *Human Resource Tasks*

- Assistance with Human Resource correspondence and arrangements for staff and volunteers
- Providing support to other volunteers
- Assistance with rostering

### **KEY SELECTION CRITERIA**

- Effective communication and networking skills
- Excellent telephone etiquette
- Knowledge of Microsoft Office Suite, including Outlook, Word, Excel
- Good organisational skills

### **GENERAL**

At BUSHkids, Volunteers are regarded as being essential members of staff. They will be treated with the same respect as paid staff members, and will be given the same level of supervision and support. They will be provided with training appropriate to the needs of their respective roles. Just as paid staff members participate in performance feedback sessions, so volunteers will take part in reviews of their work in line with BUSHkids' desire for continual improvement.

### **HOW TO APPLY**

Please complete the Volunteer Application form and send with your Resume and a brief outline of why you would like to volunteer with BUSHkids to [recruitment@bushkids.org.au](mailto:recruitment@bushkids.org.au).