



*Living, Laughing, Loving*

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## POSITION DESCRIPTION

### POSITION OUTLINE:

*Title:* Volunteer Grants Sub Committee

*Classification:* N/A

*Reports to:* Chairperson Grants Sub Committee

### Background

Fernlea House Inc is an independent community based organisation, funded by the Commonwealth Respite for Carers Program to provide respite for people who care for those with life limiting illnesses, both in the Day program at the house in Emerald and in their own Homes (FERNs program). A satellite in Healesville, Fernlea in the Valley, is funded by a grant from the Helen Macpherson Smith Trust.

The Palliative Care Day Respite Centre at the House in Emerald operates four days per week (Mon, Tues, Thurs, Fri) at present. Fernlea in the Valley operates on Wednesdays. We invite people with life limiting illnesses to come to the house once a week as our guests to give them a day of living, loving and laughing.

Other programs of Fernlea (eg Memoirs, Complementary Therapy, Volunteer training, Community education etc) are funded and supported through Philanthropic and other grants, donations and sponsorships. All programs are only possible because of the wonderful contribution of our 50+ trained volunteers.

Fernlea's catchment includes the Council areas of Cardinia, Yarra Ranges, Maroondah, Knox, and parts of Casey & Greater Dandenong. Given this wide geographic area, Fernlea has its own bus to pick up some of its guests, and others are transported by volunteers or their carers.

### Fernlea's Purpose, Vision & Values

*Purpose:* To improve the Quality of Life for people with Life Limiting Illnesses, their carers and families. We provide home like community day care, visiting outreach services and psychosocial support

*Vision:* Our vision is for a community in which end of life experience is better understood, respected and supported.

*Values:* Values are caring, compassion and respect.

Our services will be holistic, inclusive and complementary to clinical palliative care.

## Expectations

It is expected that everyone involved with Fernlea House will implement and demonstrate in their practice Fernlea's Purpose, Vision and values.

In addition, it is expected that all Fernlea Policies, Procedures, Protocols and work instructions will be implemented in a professional and ethical manner. Quality is important to Fernlea, and everyone participates in ongoing quality activities, reviews and audits.

Fernlea has strategic, operational and individual work plans in place to support staff in achieving the aims of Fernlea.

Attributes of Fernlea Staff include:

- *Flexibility* – Willingness to approach new challenges creatively and as part of the team, adapting to new ideas and change positively.
- *Initiative* – Contribute ideas and show enthusiasm for all Fernlea's activities
- *Professionalism* - Regulate own behaviour, understand Fernlea's unique culture and act appropriately in the execution of duties.
- *Integrity* - Behave in an honest and trustworthy manner, treat others without judgment and be open about one's own misjudgments.
- *Attention to detail* - Maintain sustained concentration to ensure accuracy and identify errors to be addressed.
- *Quality Orientation* - Commitment to quality values and continuous quality improvement principles.
- *Independence* – Understanding of appropriate boundaries and context of the position in the execution of responsibilities.

Highly regarded skills of Fernlea volunteers include:

- *Writing Skills* - Ability to use clear, concise language to communicate effectively with the intended target and prepare written briefs and reports.
  - *Time Management/Organisational Skills* - Ability to plan and organise self and others to ensure the timely completion of tasks.
  - *Presentation Skills* - Ability to structure, engage and present information clearly and interestingly to various audiences.
  - *Problem Solving Skills* - Ability to prioritise, gather and analyse information to identify options and consult to achieve positive outcomes.
  - *Computer Skills* - Computer skills, including word processing capabilities, proficiency with e-mail and internet applications and data base applications.
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- ability to speak to a variety of people on the phone
  - excellent listening and communication skills
  - good attention to detail and organisational skills

- able to work independently and as part of a team
- ability to take direction and to apply instructions to a variety of tasks

### **POSITION SUMMARY**

Volunteers on the Grants Subcommittee work as a team to identify and complete submissions for grants that will assist in the work of Fernlea House Inc.

### **Reporting Relationships:**

Volunteers on the Grants Subcommittee will report the Chairperson of the Subcommittee for any items in relation to grant writing. For all other matters, volunteers will report to the Manager of Volunteers.

### **SPECIFIC PRIORITIES:**

- investigate grant opportunities and prepare grant applications
- attend Grant sub-committee meetings three times per year
- communicate effectively to promote harmonious team relationships.
- provide regular feedback regarding grant applications to Chairperson of the Grants Subcommittee
- regular participate in planned volunteer meetings
- attend ongoing education and support meetings
- seek extra support from the Manager of Volunteers if needed