

JOB DESCRIPTION

Volunteer Human Resource Support - Recruitment & Selection

Reporting to:	Manager Volunteer Strategy and Services
Hours:	Approximately 4 hours per week or 6 - 8 hours per Fortnight. Day and time flexible
Location:	Flexible - Newtown, Porirua, or Kapiti, with the ability to work from home occasionally.
Date Prepared:	March 2018

POSITION PURPOSE

To support Mary Potter Hospice to recruit and select suitable volunteers for vacant roles. This involves developing job descriptions and recruitment adverts, and screening applicants. The role is designed to assist the Hospice to have a full complement of volunteers at all times.

RESPONSIBILITIES

Recruitment

- Action vacancy request forms from staff
- Source additional information from staff, volunteers, and the internet for volunteer job descriptions
- Update existing volunteer job descriptions
- Create new volunteer job descriptions
- Create adverts for volunteer vacancies
- Advertise volunteer roles. Recruitment strategies would include but not be limited to:
 - Internal volunteer network
 - Staff e.g. word of mouth
 - Volunteer Wellington
 - Seek Volunteer

Selection

- Shortlist applicants and organise interviews
- Interview applicants
- Action reference checks and police vetting
- Communicate if there will be a trial period

- Ensure that successful applicant is enrolled for the generic orientation programme and handed over to the person they will report to
- Ensure staff have the information and tools required to lead their new volunteer, e.g. relevant information from the interview and reference check, and the role-specific induction and orientation checklists

Health and Safety

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing
- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

FUNCTIONAL RELATIONSHIPS

Internal

- Manager Volunteer Strategy and Services and other managers
- Staff who coordinate and lead volunteers e.g. counsellors, Maori liaison, social workers, administration
- Volunteers

External

- Organisations that advertise our volunteer vacancies
- Organisations that might consider advertising our volunteer vacancies e.g. tertiary providers, clubs and associations
- Referees of potential volunteers
- Potential volunteers

PERSON SPECIFICATION

The following requirements are sought for this position:

- Excellent verbal and written communication skills
- Intermediate skills in Microsoft Office suite
- Able to work independently and use initiative
- Human Resource (HR) knowledge and experience desirable, or an interest in developing HR knowledge and skills
- Excellent interpersonal skills
- Excellent problem solving skills
- Ability to set standards for self; be self-directed and self-motivated
- Ability to work autonomously in an unsupervised environment
- Works within Mary Potter Hospice's policies and procedures
- Has an understanding of the Treaty of Waitangi

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name:

Signed:

Date:

Supervisor:

Signed:

Date:

About Mary Potter Hospice

For over 35 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2016/17 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to reach \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

As at January 2017