

VOLUNTEER RIGHTS AND RESPONSIBILITIES

Unlike paid staff, volunteers are not covered by awards or work-place agreements. Volunteers however do have rights, some which are enshrined in legislation and some which could be considered the moral obligations of an organisation involving volunteers. (Volunteering Australia)

Rights:

As a volunteer at the ONJ Centre you have a right to:

- feel “You Matter” in line with the ONJ Centre’s vision
- be interviewed and engaged as a volunteer in accordance with equal opportunity and anti-discrimination legislation
- receive information about the ONJ Centre and the services provided
- a clearly written job description
- know to whom you are accountable
- be recognised as a valued team member
- be supported and supervised in your role
- a healthy and safe working environment
- be protected by appropriate insurance
- decline to be involved in any particular situation or task that you believe is unsuitable or inappropriate
- be reimbursed for approved out-of-pocket expenses while undertaking approved volunteer activities
- be advised of the organisation’s travel reimbursement policy
- be informed and consulted on matters which directly or indirectly affect you and your work
- be made aware of the grievance procedure within the organisation
- orientation and training to do your volunteer work
- information about the ONJ Centre’s policies and procedures that affect your work
- have your confidential and personal information dealt with in accordance with the *Privacy Act 1988 (Cth)*
- be provided with appropriate feedback and performance evaluation necessary to undertake their volunteer duties



Responsibilities:

As a volunteer at the ONJ Centre you need to:

- interact with others in a way that reflects the “You Matter” vision of the ONJ Centre
- adhere to the ONJ Centre’s policies, values and procedures
- be reliable
- respect the confidentiality of past, present and future patients/clients, staff and other volunteers
- be non-judgemental in performing volunteer tasks. That is, regardless of their own personal beliefs, will respect the convictions, ideals, religious and other personal beliefs of patients/clients, volunteers and staff
- value and support other team members
- carry out the specified tasks defined in the job description
- be accountable
- be committed to the organisation
- undertake training as requested
- ask for support/supervision/debrief when you need it
- provide feedback to the volunteer services staff in a constructive and appropriate manner
- engage in discussion and supervision to reflect on whether the organisation is meeting your volunteer expectations and possible opportunities to incorporate specific skills you bring in your role
- carry out the work you have agreed to do responsibly and ethically
- notify the volunteer services staff as soon as possible of absences
- give notice before you leave the organisation

I have read and understand the volunteer rights and responsibilities:

Name: _____

Signature: _____ Date: _____

