

Position Description

Position:	<i>NurtureTime Volunteer – In Hospital Support</i>
Status:	Volunteer
About:	<p><i>NurtureTime</i> in-hospital support is facilitated by caring parents who themselves have experienced the birth of a premature or sick newborn.</p> <p>Our <i>NurtureTime</i> Volunteers visit the hospital to offer support, guidance and hope. Parents, family and friends can ask questions, share their thoughts and feelings, knowing the Volunteer has a shared experience.</p>
Days/Time:	Designated <i>NurtureTime</i> Sessions, as advertised
Location:	Designated <i>NurtureTime</i> Approved Hospital, as advertised
Reports To:	<i>NurtureProgram</i> Services Manager
Key Stakeholders:	<p>Hospital Social Worker, Clinical Nurse Consultant and/or Neonatal Unit Manager, Hospital Medical Professionals.</p> <p>Other: Families, <i>NurtureProgram</i> Services Manager, <i>NurtureProgram</i> Team</p>
Scope:	<p>The <i>NurtureTime</i> Volunteer provides peer support, guidance and hope within the premises of an approved Hospital, for families that have babies in the Neonatal Intensive Care Unit (NICU) or Special Care Nursery (SCN).</p> <p><i>NurtureTime</i> can be held in a group setting close to the NICU or individual support cot side. The <i>NurtureTime</i> Volunteer will facilitate these sessions for our continued commitment to provide the highest standard of care for families of premature and sick newborns.</p>
Qualifications and Experience required:	Volunteers MUST have had a baby who has been an inpatient in a Neonatal Intensive Care Unit (NICU) or Special Care Nursery (SCN).
Role and Responsibilities:	<p><u>Operational</u></p> <ul style="list-style-type: none"> • Able to commit to a scheduled roster for a minimum period of 12 months within <i>NurtureTime</i> structured sessions • Knowledge of organisation's programs, operations and services • Welcome all parents who choose to participate in <i>NurtureTime</i> • Support families as per <i>NurtureTime</i> and Hospital policies, procedures and guidelines • Always remain professional and supportive • Inform parents of your role and boundaries - in which you cannot offer medical advice but that you are solely there to provide peer-to-peer support • Provide information about ongoing support available from Miracle Babies Foundation or external services current in Australia

	<ul style="list-style-type: none"> • Ensure sensitive and private information is secure at all times • Complete Stat Reports and send to <i>NurtureProgram</i> Services Manager after each session • Commit to training requirements • Any other reasonable request as directed by <i>NurtureProgram</i> Services Manager or <i>NurtureProgram</i> Team Leader <p><u>Team Work</u></p> <ul style="list-style-type: none"> • Contribute to the team and take the lead where necessary • Work together with other Volunteers/Coordinators • Work with and liaise with hospital staff as required <p><u>Reporting and Self-Management</u></p> <ul style="list-style-type: none"> • Maintain accurate records and documents related to attendance numbers and incidents at the session • Ensure all reports are submitted to <i>NurtureProgram</i> Services Manager at conclusion of each session • Follow the organisation's policies, procedures and practices • Meet duty of care, legal and ethical responsibilities • Work with others to foster a positive company culture and portray personal attitudes that meet company objectives, expectations and corporate values
Suitability:	<ul style="list-style-type: none"> • <i>NurtureTime</i> Volunteers must have had a baby who has been an inpatient in a NICU or SCN • Cleared Criminal Records Check • Cleared Working with Children Check • Demonstrated emotional maturity and equipped to work in an organisation that supports premature and sick newborns, their families and the hospitals that care for them • Motivated and passionate by personal experience • Capacity to show initiative, drive and ownership • Ability to demonstrate a clear separation between yourself and the families you seek to help • Able to display sensitivity and warmth with a non-judgmental attitude
Training:	<ul style="list-style-type: none"> • Miracle Babies Foundation Induction and Orientation • COVID-19 Australian Government Infection Control • Hospital Induction as required per hospital