

### Position Description

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| <b>Position:</b>                               | <b>NurtureGroup Volunteer</b>   |
| <b>Status:</b>                                 | Volunteer   |
| <b>About:</b>                                  | NurtureGroups are a free play and support group for families of premature and sick newborns. NurtureGroups are facilitated by our NurtureProgram Team. Babies and children from birth/discharge to school age that have been challenged by prematurity or sickness can learn and develop through play in a fun and relaxed environment. Parents and carers can meet, share stories, exchange ideas on parenting, build support networks and form lasting friendships.   |
| <b>Days/Time:</b>                              | Designated NurtureGroup Sessions as advertised  |
| <b>Location:</b>                               | Designated NurtureGroup Location as advertised  |
| <b>Reports To:</b>                             | NurtureProgram HO Team – NurtureProgram Officer - Services  |
| <b>Key Stakeholders:</b>                       | Families, NurtureProgram Team, NurtureProgram Officer   |
| <b>Scope:</b>                                  | The NurtureGroup Volunteer is responsible for assisting in the preparation and execution of NurtureGroup sessions within their designated location. The NurtureGroup Volunteer will facilitate sessions, along with the Volunteer Coordinator, for our continued commitment to provide the highest standard of care for families of premature and sick newborns.  |
| <b>Qualifications and Experience required:</b> | Volunteers MUST have had a baby who has been an inpatient in a Neonatal Intensive Care Unit (NICU) or Special Care Nursery (SCN).   |
| <b>Role and Responsibilities:</b>              | <p><b><u>Operational</u></b></p> <ul style="list-style-type: none"> <li>• Able to commit to a scheduled roster for a minimum period of 12 months</li> <li>• Knowledge of organisation's programs, operations and services</li> <li>• Welcome all families and provide a safe and nurturing environment for parents and children</li> <li>• Set up/pack down NurtureGroup activities and toys</li> <li>• Arrange and prepare morning tea</li> <li>• Arrange appropriate Allied Health Professionals to attend groups</li> <li>• Always remain professional and supportive</li> <li>• Inform parents of your role and boundaries - in which you cannot offer medical advice but that you are solely there to provide parent support</li> <li>• Provide information about ongoing support available from Miracle Babies Foundation or external services current in Australia</li> <li>• Ensure sensitive and private information is secure at all times</li> </ul> |

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|                     | <ul style="list-style-type: none"> <li>• Complete Stat Reports and send to NurtureGroup Officer/Tram at the conclusion of each session</li> <li>• Commit to training requirements</li> <li>• Any other reasonable request as directed by NurtureProgram Team/Officer</li> </ul> <p><b><u>Team Work</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to the team and take the lead where necessary</li> <li>• Work together with other Volunteers/Coordinators</li> <li>• Contribute to the effective operation of the group</li> </ul> <p><b><u>Reporting and Self Management</u></b></p> <ul style="list-style-type: none"> <li>• Maintain accurate records and documents related to attendance numbers and incidents at the session</li> <li>• Ensure all reports are submitted to the NurtureProgram Officer at the conclusion of each session</li> <li>• Follow the organisation's policies, procedures and practices</li> <li>• Meet duty of care, legal and ethical responsibilities</li> <li>• Work with others to foster a positive company culture and portray personal attitudes that meet company objectives, expectations and corporate values</li> </ul> |
| <b>Suitability:</b> | <ul style="list-style-type: none"> <li>• NurtureGroup Volunteers must have had a baby who has been an inpatient in a NICU or SCN</li> <li>• Cleared Criminal Records Check</li> <li>• Cleared Working with Children Check</li> <li>• 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</li> <li>• Motivated and passionate by personal experience</li> <li>• Capacity to show initiative, drive and ownership</li> <li>• Ability to demonstrate a clear separation between yourself and the families you seek to help</li> <li>• Able to display sensitivity and warmth with a non-judgmental attitude</li> </ul>   |
| <b>Training:</b>    | <ul style="list-style-type: none"> <li>• Miracle Babies Foundation Induction and Orientation</li> <li>• COVID-19 Australian Government Infection Control</li> </ul>  |