

# INFORMATION PACK



Medical Support Volunteer



## About Canteen

We get it. Just when life should be full of possibilities, cancer crashes into a young person's world and shatters everything.

We help young people cope with cancer in their family. Through Canteen, they learn to explore and deal with their feelings about cancer, connect with other young people in the same boat and if they've been diagnosed themselves, we provide specialist, youth-specific treatment teams.

No matter which role you are in, volunteering with Canteen is a chance to support young people rebuilding the foundations that crumbled beneath them when cancer turned their world upside down.

Canteen is one of the most highly regarded not for profits in Australia (4<sup>th</sup> in fact) with one of the most recognisable brands across the country (who doesn't know about the bandanna!).

Volunteering with Canteen is an inspiring, rewarding and purposeful experience that really enables you to be at your best. Canteen has a passion for all things people and are continually working on ways to make our organisation an even better place to work. We have a culture we are proud of and want to find more people who share our commitment, enthusiasm and passion!

Through our regular staff and volunteer engagement surveys, we know that Canteen is fortunate to have one of the most passionate and committed workforces in Australia!



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# Job Details



## Job Title

Medical Support  
Volunteer



## Location

Check Website



## Job Type

Volunteer



## Reports to

State Manager



## Direct Reports

None



## Closing Info

Ongoing

# Benefits of Volunteering with Canteen

Volunteers are an essential part of our front facing service delivery and success - we could not do it without you!

Canteen not only offers volunteers the opportunity to make a difference in the lives of Young People Living with Cancer but provides you many other benefits such as:

- Developing new skills to help progress your professional career
- Receiving training and professional development
- Being part of a positive, ambitious and high performing team
- Developing a professional network
- Having the opportunity to provide feedback regarding your experience
- Fun and enjoyment
- Sense of purpose and 'giving back'

## Role Specifics

### **Job Purpose**

To provide medical support and information to young people and staff and to professionally dispense medication, which may include oral chemotherapy and narcotics

### **Duties and Responsibilities**

Canteen Tasks include but are not limited to:

- Dispensing medication as required
- Record medication dispensed, and treatments provided
- Administer first aid as required
- Manage the first aid medical kits
- Securely store medical and consent forms
- Identify and report potential risks / hazards that may impact upon the health and safety of young people
- Provide advice and / or information to Canteen staff in relation to the treatment of young people
- Observe the behaviours of young people and discourage any behaviour that is likely to impact negatively upon others
- Liaise with relevant health professionals if a young person or member of staff is unwell
- Accompany unwell people to a medical centre or hospital if required
- Supervise young people during activities

### **Qualifications:**

- Degree level qualification in medicine or nursing is mandatory
  - Health Professionals will be required to provide their AHPRA Registration details
  - Medical Doctors will also need to provide insurance details

## Personal Qualities:

- Warm and approachable
- Ability to listen actively and communicate confidently
- Friendly and professional
- High level of integrity, honesty and commitment
- Highly motivated team player

## Hours of Work

Canteen overnight program run for up to 3 days (2 nights) and may include pre and post event debriefing sessions. Recreational and social events run anywhere from a couple of hours to a full day. It is expected that you will be able to commit for the duration of the program or event.

Canteen program volunteers for a pool of volunteers the program coordinators in each state will reach out to when planning events. There is no ongoing requirement to regularly volunteer to remain active. We appreciate your time greatly and cannot do what we do without our volunteers, but we equally understand you need flexibility in how and when you can commit to volunteer.

## Pre-Engagement Checks

As Canteen's work involves staff being in direct contact with children and young people, all staff, whether paid or unpaid are required to complete police and working with children checks, relevant to the state in which they will be engaged.

Canteen will conduct at least two reference checks on successful applicants and may also require proof of any professional qualifications stated on an application.

## General Information

All staff, whether paid or unpaid are required to adhere to Canteen's Human Resources Policies during the course of their engagement.

Canteen is an equal opportunity employer.