

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Volunteer and Community Partnerships
Skills Category	Volunteer Management
Skills Standard Title	Implement volunteer recruitment strategy for the organisation
Skills Standard Descriptor	Conduct volunteer recruitment activities according to organisation's strategy and plans
Skills Proficiency Level	Level 3
Source Code	CCSSF-VCP-VM-4003-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning knowledge: • Legislation and guidelines regarding volunteers' recruitment • Organisation recruitment methods and training processes • Range of volunteer recruitment strategies, policies and procedures • Volunteer selection methods • Range of volunteer sources, profiles and recruitment platform • Approaches to expand the volunteer pool • Roles and responsibilities of volunteers • Risk management strategies in volunteer recruitment and selection
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: • Define the purpose and role of volunteers • Identify profiles and number of volunteers required • Identify potential volunteer recruitment sources and recruitment strategies • Develop recruitment and selection checklist and evaluation methods based on programme needs • Conduct risk assessment of volunteer position and identify risk mitigating actions in recruitment process • Implement volunteer recruitment strategies, policies and processes • Assess suitability of volunteers for programmes • Evaluate effectiveness of recruitment strategies methods and platforms • Collaborate with communities or corporate organisations to secure a strong pool of volunteers

DISCLAIMER: SOME CONTENT BELOW IS REFERENCED FROM SKILLS FRAMEWORK

Person Centred Care <i>This refers to having a person centred care mindset to drive the caregiver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Develop and continually improve plans and implement strategic volunteer recruitment activities • Select and match suitable volunteers to carry out projects and programmes for clients