

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Volunteer and Community Partnerships
Skills Category	Volunteer Management
Skills Standard Title	Provide administrative and logistical support for volunteer recruitment
Skills Standard Descriptor	Assist in volunteer recruitment administration and logistical support matters
Skills Proficiency Level	Level 1
Source Code	CCSSF-VCP-VM-2005-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning knowledge: • Volunteer management frameworks • Types of volunteers • Types of volunteer recruitment activities • Logistical support required for volunteer recruitment activities
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: • Describe to potential volunteers on the importance and contributions of volunteers to the organisation's service delivery strategy • Identify interests of the type of volunteer group targeted by the organisation • Support volunteer recruitment activities by providing logistical and administrative support
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</i>	The support care staff is able to: • Understand the organisation's goals for volunteer recruitment

DISCLAIMER: SOME CONTENT BELOW IS REFERENCED FROM SKILLS FRAMEWORK

*recipient as indication of
workplace success*

- Handle administrative, logistical and other miscellaneous volunteer recruitment tasks as instructed by supervisors