



## **Volunteer Facilitator – community discussions about palliative care**

### **Position Advertisement**

This flexible volunteer role requires very good communication and facilitation skills. Life experience in health, community or education fields would be an advantage.

We are a small and friendly team, located in East Melbourne, looking for people to facilitate community conversation sessions about palliative care using existing resources and a structured presentation.

We wish to recruit and train a team of volunteers who live in metropolitan and regional Victoria. Volunteers will be linked with community groups who have expressed an interest in these sessions and are located within reasonable travel distance for the volunteers. Training will be offered.

### **About the Palliative Care Community Discussions Project**

The community discussion sessions about palliative care are designed to improve community understanding about palliative care, when and how to access palliative care, and to address some of the most common myths about palliative care.

The community sessions are delivered to community groups of up to 30 people at a range of locations across Victoria. As a facilitator of the discussion session, you will be provided with training and support and all the resources necessary to facilitate the sessions.

Each session, including set up, presentation delivery, and data recording will take about two hours.

### **Benefits of volunteering with us**

- Use your valuable skills and life experience
- Make a difference that benefits the Victorian community
- Be part of a small organisation that values and appreciates volunteerism
- Enjoy meeting with diverse community groups in your area
- Reimbursement of out of pocket expenses including for travel to deliver the sessions

## Position Description

<b>Position</b>	Volunteer Facilitator – community discussions about palliative care
<b>Reports to</b>	Volunteer Engagement & Capacity Building Manager
<b>Hours</b>	Variable as negotiated by PCV to meet community requests for sessions
<b>Location</b>	Variable, depending on location of organisations/groups requesting sessions

## Your role

- Facilitation of community discussion sessions about palliative care to groups of up to 30 people at a time either face to face or via Zoom or Microsoft Teams
- Successfully complete training on how to facilitate a community discussion session about palliative care using resources provided by Palliative Care Victoria
- Set up and facilitate community discussion sessions in accordance with an agreed schedule negotiated with you by Palliative Care Victoria
- Collect session evaluation data and return this to Palliative Care Victoria

## Skills, Experience and Attributes

This role would suit volunteers with a background in health care, community work, social work or education with an interest in palliative care and a willingness to learn more during the training. We are looking for volunteers with a mature approach who have the confidence to facilitate group discussions about palliative care.

- Excellent interpersonal, communication and presentation skills
- Strong computer skills including using PowerPoint, Zoom and Microsoft Teams
- Ability to deliver independently an engaging, interactive information session to small and medium sized groups using the session format and tools provided
- A mature approach and ability to draw on life experience in facilitating group discussions about life-limiting illness, death, dying and bereavement
- Personal integrity and commitment to the values of Palliative Care Victoria
- An understanding of, and commitment to, workplace health and safety, privacy, confidentiality and anti-discrimination practices
- Willingness to commit at least 12 months to this volunteer role.

## Additional requirements

- Police check
- Covid-19 vaccination

## About Palliative Care Victoria

Palliative Care Victoria Inc is the peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in Victoria. It is a not-for profit, incorporated association that is governed by a voluntary Board and has been operating since 1981.

Our vision is for all people with a life limiting illness and their families to be supported to live, die and grieve well.

The current key strategic initiatives are:

- ✓ Empowered consumers, carers and compassionate communities
- ✓ Specialist palliative care benefits individuals and health services
- ✓ Diversity inclusive and diversity responsive palliative care
- ✓ Expanded, innovative and valued volunteering contributions

Our values are:

**Respect:** We uphold the inherent value and dignity of each person and their right to high quality palliative care that is responsive to their physical, social, psychological, cultural and spiritual needs.

**Collaboration:** We initiate and engage in respectful collaboration with a broad range of stakeholders so that their perspectives, expertise and contributions enable us to achieve our vision and mission.

**Integrity:** We are consistently truthful, open and sincere in all that we say and do.

**Compassion:** We advocate for the provision of care and comfort to relieve pain and suffering and to promote quality of life.

More information is available on our website: [www.pallcarevic.asn.au](http://www.pallcarevic.asn.au)

## Contact

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