The Water Well Project

Local Resources Officer

This volunteer position works in conjunction with the Resources Coordinator (based in Victoria) to ensure local coordination and maintenance of resources.

Resource boxes provide useful props, posters and other information relevant to a variety of sessions and are stored in a separate location at most sites for The Water Well Project. These resources are critical to volunteers running interactive and engaging sessions to community groups from culturally and linguistically diverse backgrounds.

Key responsibilities

- Working in conjunction with the Resources Coordinator to create new resource boxes for use at the local site.
- Maintaining resource boxes on a regular basis. This includes checking resource box contents, maintaining cleanliness of the resources storage shed and boxes, and replacing used goods as required.
- Creating a system for tracking resource boxes, which may include liaising with the Project Administrator.

Key selection criteria

- Excellent written and verbal communication skills.
- Excellent organisational, prioritisation and time management skills.
- Excellent attention to detail.
- Ability to use own initiative to work independently and as a member of a volunteer committee.
- Previous healthcare / health education experience and a sound knowledge of the Australian Healthcare System.
- Knowledge of common health conditions affecting the Australian population, including refugees, asylum seekers and migrants.

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Term of Office and Time Commitment

Candidates should ideally be able to commit to a minimum of 12 months. Time commitment varies week on week, but is expected to average between 0.5-1 hour per week.

Our organisation

The Water Well Project is a not-for-profit health promotion organisation. Our mission is to improve the health and wellbeing of migrants, refugees and asylum seekers by improving health literacy. Our vision is that all migrants, refugees and asylum seekers achieve equitable access to healthcare to enable them to live full lives and contribute to the wider community.

The Water Well Project works closely with partner organisations already working with people of migrant, refugee and asylum seeker backgrounds to deliver culturally-sensitive and interactive health education sessions. Since its founding in 2011, The Water Well Project has delivered over 650 sessions across three states (Victoria, New South Wales and Tasmania).

Our volunteers are healthcare professionals (doctors, nurses, midwives, and allied health) who donate their knowledge and time to deliver health education sessions outside their hours of paid professional work. The Water Well Project is run by a volunteer Committee and one contracted Project Administrator.

Our values

- Collaboration
- Compassion
- Respectfulness of diversity
- Integrity
- Accountability

Conditions

All volunteers of The Water Well Project are required to comply with *The Water Well Project Volunteer Code of Conduct* and *Deed* and agree to work according to our values. The successful candidate will also be required to have an up-to-date Working with Children Check in their state.