



VOLUNTEER POSITION DESCRIPTION AND AGREEMENT

Pastoral Care Support Volunteer - Role Outline	
Name of Area	People and Culture
Purpose of the role	The purpose of the role is to provide spiritual, emotional, and practical support to clients through compassionate presence, active listening, and non-judgemental companionship.
Location	Hutt St Centre Wellbeing Centre – 258 Hutt Street Adelaide
Role supervised by	Pastoral Care Coordinator
Role Schedule	Weekdays 8am – 12pm (flexible)
Time Commitment	Minimum once a week, for minimum 12-month commitment
Dress code	Comfortable, casual clothing, with Hutt St Centre lanyard, Pastoral Care badge and flat closed in shoes.
Key Duties	<p>This role may include:</p> <ul style="list-style-type: none">• Assisting clients in the WBC to access practical items they may need• Providing an opportunity for clients to discuss their challenges and refer them to services or assist in finding resources as appropriate• Initiate conversations with clients• Providing an opportunity for the client to talk about their spiritual journey without judgement or coercion.• Feedback to case workers relevant information which will assist in client care• Alert Wellbeing Centre staff if any concerns• Assisting with Christmas or Easter services as required• Assisting with client memorials and funerals as needed• Preparing and running client spiritual reflections once a month (optional)• Assisting at various other occasions such as BBQ's and Fundraising and Awareness events, if desired.
Physical Requirements	<ul style="list-style-type: none">• The role requires volunteers to have the mobility to navigate around the HSC and have conversations either standing or sitting, both indoors and outdoors
Desired Skills, Knowledge and Experience	<p>The following skills, knowledge and experience are desired:</p> <ul style="list-style-type: none">• Compassion, empathy and a non-judgmental attitude towards people facing homelessness, and disadvantage• Commitment to the principles of client and child safety and wellbeing• Active, personal faith• Some evidence of previous pastoral work that involved attentive listening• May have CPE (Clinical Pastoral Education) or Spiritual Direction Qualifications.• Mental Health First Aid training• CPI training

General Hutt St Centre Volunteer Requirements	
Our Purpose	Hutt St Centre's vision is an end to homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to homefulness.
Organisational Expectations	<ul style="list-style-type: none">• Treat all clients, staff, and volunteers with dignity and respect

	<ul style="list-style-type: none"> • Uphold confidentiality, professional boundaries, privacy, and ethical standards • Commit to safe, inclusive, and respectful volunteering • Reliability and ability to demonstrate initiative • Good communication and listening skills • Willingness to learn, participate and work in a team • Commitment to the principles of client wellbeing
Work Health and Safety	<ul style="list-style-type: none"> • Ensure you sign in and out of your shift • Comply with all policies, procedures and instructions in relation to work, health and safety (WHS) • Keep your work area free of hazards and follow all reasonable directions by your supervisor • Record all hazards or incidents to your supervisor as soon as reasonably possible
Volunteer Requirements	<ul style="list-style-type: none"> • A satisfactory National Police Check • A satisfactory DHS Working with Children Check • Satisfactory Reference Check • Completion of Hutt St Centre volunteer online induction. • Signed Code of Conduct • Comply with all relevant Hutt St Centre Policies and Procedures, specifically in regards to work, health and safety (WHS). • Operate in accordance with Hutt St Centre Vision, Mission, Organisational Values and Strategic Plan <p>Volunteers are expected to comply with all organisational policies and procedures; failure to do so may result in dismissal from the volunteer program</p>
Volunteer Rights	<ul style="list-style-type: none"> • To be treated with respect and valued for your contribution • To receive appropriate training and supervision • To have a safe working environment • To decline shifts or withdraw from the role
HSC Volunteer Policy and National Standards for Volunteer Involvement	<p>Please refer to the HSC Volunteering Policy for all information and procedures relating to volunteering at Hutt St Centre. Additionally, we are committed to ensuring our volunteer management Practices are aligned to the National Standards for Volunteer Involvement (2024). These standards are Australia's best-practice framework for effectively engaging and supporting volunteers to ensure that volunteer involvement is safe, meaningful, well-managed, and inclusive.</p>
Valuing Inclusion and Role Modifications	<ul style="list-style-type: none"> • We are committed to creating an inclusive and welcoming environment for all volunteers, including people of diverse backgrounds, cultures, abilities, genders, and life experiences • We will make reasonable adjustments to this role where possible to support individual needs. This may include modifying tasks, adjusting time commitments, providing alternative formats for training and communication • If you have specific requirements to support your participation, please feel welcome to discuss them during the application or onboarding process. We are committed to working with you to enable meaningful and accessible volunteer involvement
Better Impact	<ul style="list-style-type: none"> • We use Better Impact as our Volunteer Management software to support our onboarding, communication and rostering. Volunteers are requested to sign up to the platform and download the free MyImpact App upon commencement - training and support available upon request
Support Provided	<ul style="list-style-type: none"> • Role training and support by staff supervisor • 1:1 support with an experienced volunteer

	<ul style="list-style-type: none"> • Phone and face to face support from People and Culture Team • Employee Assistance Program (EAP) – free confidential counselling • Additional training and development opportunities in Mental Health Awareness, De-escalation, Cultural Awareness etc
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I have read, understood and agree to the requirements outlined in this volunteer position description and agreement document.

Volunteer's Name	Volunteer's Signature	/ / Date
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