



## Yes, I am interested in Volunteering

I would like to know more about volunteering with the Hepatitis C Council of South Australia.

Please contact me with information about the Volunteer Information session:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

### I am interested in:

- Telephone support line
- Staffing information stalls
- Resource distribution
- Data entry
- Reception duties

signature: .....

Post to: Hepatitis C Council of SA, PO Box 782, Kent Town SA 5071

### How will my application be processed?

1. Your application will be considered based on the job specification of the position/s you've applied for.
2. If you're short-listed, you will be invited to attend an interview.
3. A panel comprising two of the Council's program coordinators will conduct the interview. You may ask for details about the interview panel when you're offered the interview. The panel will select the best candidates for the position/s based on the outcome of the interview.

**All volunteer placements are subject to a three-month trial period.**

### Equal Opportunity

*The Hepatitis C Council of South Australia is committed to equal opportunity in employment. We do not discriminate on grounds of race, gender, physical or intellectual abilities, sexuality, marital status, religious or political beliefs or health status that is irrelevant to the work being applied for.*

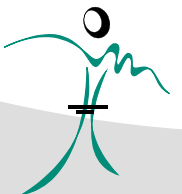
*People with hepatitis C are encouraged to apply for paid and volunteer positions.*



# Volunteering with the Hepatitis C Council of SA



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## Thank you for your interest in volunteering with us.

### About the Council

The Hepatitis C Council of SA is a community-based organisation providing information and services to South Australians affected by hepatitis C. We work to bring about a society that cares for the health and well-being of people affected by hepatitis C and a society which understands the link between health and social justice.

### What kind of work does the Council have for volunteers?

We can have volunteers working in the following areas:

- Information and Support Line
- Staffing information stalls at community events
- General office duties
- Filling orders for printed resources
- Data entry

### How much time do I have to put in?

For effective running of the Council's volunteer program, you will need to commit to a minimum of four hours each fortnight for 12 months.

### Volunteers at HCCSA

The Hepatitis C Council of SA was set up by a group of volunteers in 1993 and volunteers continue to play an important role in the daily running of the organisation and on the Board. The Council has a Volunteer Policy which is available on our website at ([www.hepccouncilsa.asn.au/council\\_docs/policies/volunteer\\_policy.pdf](http://www.hepccouncilsa.asn.au/council_docs/policies/volunteer_policy.pdf)).

### What about training?

Training will be provided to all volunteers. We have two volunteer intakes a year, one for phonline volunteers and one for information and resources volunteers. For some positions, successful completion of training is required before you can be appointed to the job. All volunteer positions are supervised.

### How do I apply?

1. Fill in the expression of interest form accompanying this brochure and send it back to us using the reply paid envelope or post it to *HCCSA Inc, Reply Paid 782, Kent Town DC, SA 5071*.
2. We will send to you an invitation to our obligation-free orientation/information session.

The Information session is an introduction to the Hepatitis C Council of SA and to the work that volunteers can undertake with the Council. At the session you will be provided with:

- job descriptions for the different volunteer positions
- application forms for those positions
- details on Council policies
- training time-table.

3. You may put in your application at the end of the information session or take it home and return it by the specified date or you may choose not to apply at all.

