

Volunteer Application Letter

Dear Volunteer,

Welcome to Down Syndrome Queensland (DSQ) and a huge thank you for deciding to donate your time to volunteering with us.

The work we do aims to support, advocate and empower people with Down syndrome or an Intellectual disability and their parents/carers. Without the assistance of volunteers, we could not continue some of the vital work we do within the community, so we thank you in advance for your support.

Enclosed is your application pack to give you more information on DSQ and the steps to get involved. There is some reading and related paperwork which are included in this pack that need to be completed prior to your first volunteering experience with DSQ. Including:

- Application Form
- Code of Conduct
- Confidentiality Deed
- Media Release
- Blue Card/NDIS Worker Screening Clearance Application Information

Once your application pack is returned, we will aim to advise you of the outcome within two weeks.

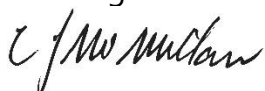
In the meantime, check out some videos on what it's like volunteering with DSQ!

[Volunteering with DSQ](#) and [Volunteering at Challenge Weekend](#)

If you have any queries please contact DSQ by calling 07 3356 6655 or email office@downsyndromeqld.org.au.

Thank you again and we look forward receiving your completed application pack.

Kind regards



Chris McMillan
CEO

VOLUNTEER APPLICATION FORM

PREFERRED TITLE: _____ FIRST NAME: _____

SURNAME: _____ DOB: _____

ADDRESS: _____

_____ POSTCODE: _____

PHONE: (H) _____ (M) _____

EMAIL: _____

IDENTIFICATION (DRIVING LICENCE OR PASSPORT) – Copy required. Attached?

EMERGENCY CONTACT NAME: _____

CONTACT NUMBER: _____ RELATIONSHIP: _____

HOW DID YOU HEAR ABOUT VOLUNTEERING WITH DSQ? _____

FOR PROGRAM VOLUNTEERS (NOT REGIONAL REPS)

AREAS OF INTEREST:

Families / Office Help / Events / Youth & Adults / Other – Please specify

T-shirt Size? Men's: XS S M L XL XXL 3XL 4XL 5XL Women's: 6 8 10 12 14 16 18 20 22

Do you have any Dietary Requirements: _____

REASONS FOR VOLUNTEERING WITH Down Syndrome Queensland:

RELEVANT QUALIFICATIONS / SKILLS / EXPERIENCE: (Formal / Informal)

AVAILABLE DAYS / HOURS:

DETAILS OF TWO REFEREES (providing details confers permission to contact them):

Name _____

Email _____

Phone _____

How referee is known to applicant _____

Name _____

Email _____

Phone _____

How referee is known to applicant _____

POSITION DESCRIPTION: *Down Syndrome Queensland Peer Support Volunteer (PSV)*

About Down Syndrome Queensland:

Down Syndrome Queensland is a registered charity established by parents in 1976. Staffed by a small dynamic team of full-time and part-time staff, Down Syndrome Queensland provides a range of services and supports (which are funded through grants, sponsorships, donations, membership fees, and fundraising) throughout the large and diverse state of Queensland. The team is supported by a number of wonderful volunteers, including a Board made up entirely of volunteer parents.

The Association is committed to upholding the rights of children and adults with Down syndrome, and ensuring that their needs and those of their families are met. Through its current activities, Down Syndrome Queensland works for a better quality of life for people with Down syndrome by supporting and strengthening families, and promoting positive and realistic images of people with Down syndrome.

Down Syndrome Queensland works for the recognition and inclusion of people with Down syndrome as valuable members of the community. Our vision is for people with Down syndrome to have access to appropriate resources and supports in order to reach their full potential. We recognise and celebrate that people with Down syndrome are contributing to the world in a variety of ways. Just like everybody else, people with Down syndrome are individuals, and most importantly, just like everybody else, they all deserve respect.

The purpose of the position:

The Peer Support Volunteer (PSV) role involves providing the necessary support to our members (in particular, youth and adults with Down syndrome) at events organised through Down Syndrome Queensland. The specific duties of the PSV will vary depending on the event, and the needs of the members attending the event.

Duties of the PSV role can often include the following:

- Communication support
- Behaviour support
- Emotional support
- Advocacy
- Providing a safe and welcoming environment
- Assistance to Down Syndrome Queensland staff members when necessary
- Some administrative responsibilities
- Most importantly, the PSV's are responsible for ensuring that they encourage and support our members to participate in any way necessary.

The PSV is required:

- To work within the mission and goals, policies and procedures of the organisation, including compliance with Workplace Health and Safety policies
- To work collaboratively with Down Syndrome Queensland staff members, and any other people involved with the event

- To hold a current Blue and Yellow Card (Down Syndrome Queensland can assist with obtaining these)

Special requirements for the position:

- Clear communication skills
- Friendly and approachable attitude
- Reliable and adaptable
- Ability to work in a team environment
- Self-sufficiency and initiative is also highly valued
- Ability to build good rapport with people from different backgrounds
- Strong understanding of confidentiality and privacy
- Basic computer and/or technical skills
- Availability and willingness to work after hours and on weekends

Benefits to successful applicant in becoming a PSV:

- Experience working in a growing non-profit organisation
- Experience in supporting people with Down syndrome
- Training and education around Down syndrome
- Opportunity to work within a team
- Team management and organisational skills
- Referee and skills that can be used on your Curriculum Vitae (CV)

Accountabilities:

The Peer Support Volunteer must report to the Down Syndrome Queensland staff member/s on duty at the event. The volunteer can also report to the Down Syndrome Queensland CEO on all aspects of the position.

Hours:

Hours and days will vary depending on the event.

MISSION STATEMENT

Down Syndrome Queensland's mission is to provide practical and emotional support to people with Down syndrome and their families, now and for their future. We are the experts on all things Down syndrome. We aim to support, advocate and empower people with Down syndrome to take their rightful places as valuable and contributing members of their communities. We provide expert advice and quality services to empower individuals with Down syndrome to fulfill their potential, now and into the future.

OBJECTIVES

The objectives of Down Syndrome Queensland are:

- to support, encourage and inform people with Down syndrome and their family groups throughout Queensland;
- to provide support and services which specifically address the issues and concerns faced by people with Down syndrome, their families and carers;
- to educate, inform and support health, educational and other professionals, students, support network members and the wider community;
- to be the representative body for issues relating to Down syndrome to government, service providers and other community organisations;
- to stimulate and expand community recognition and awareness as to the individual rights, abilities and needs of people with Down syndrome;
- to actively engage with the Down syndrome community to understand current and emerging issues and needs concerning our members.

VISION

The vision of Down Syndrome Queensland is to be the preferred point of contact and source of information for people with Down syndrome, their families, carers and the wider community so that they may achieve the support, expert advice and quality services they require to fulfil their potential.

This will be achieved through a variety of means, including:

- listening closely to people with Down syndrome and their families, to ensure that their stories are heard and their needs are addressed;
- building strategic connections with businesses whose views and ideals align with those of Down Syndrome Queensland;
- provision, where possible, of an individual support worker who can walk with a family and provide support and consistency throughout that family's journey;
- facilitating community links and peer support;

- consulting closely with businesses, community groups and existing services;
- direct training of businesses, community groups and existing services;
- providing relevant, meaningful and individualised services to people with Down syndrome and their families;
- creating consortia with other organisations where possible and beneficial.

VOLUNTEER CONFIDENTIALITY DEED

Between

Down Syndrome Queensland (DSQ)

Of

77 Kitchener Rd, Ascot, QLD, 4007

AND

Volunteer Name: _____

Address Details: _____

RECITALS

- A. Down Syndrome Queensland and the Volunteer are in, or are entering into, a voluntary work relationship.
- B. In the course of that relationship, the volunteer may gain access to Confidential Information and other valuable and protectable information of DSQ and its operations.
- C. The volunteer agrees to deal with Confidential Information in accordance with the terms of this Deed.

THIS DEED PROVIDES

1. WHAT IS CONFIDENTIAL INFORMATION?

1.1 Subject to clause 1.3, in this Deed, "**Confidential Information**" includes:

- (a) information relating to any of the DSQ's businesses;

this includes information relating to future planning, trade secrets; financial information;

customer and supplier lists and information; information relating to the management, personnel, strategies or policies, systems, processes, methods, pricing and products of any of the DSQ's operations

(b) information created or developed by the volunteer;

this includes strategies, correspondence, reports, articles and other documents, artwork, plans, designs, software, discoveries

(c) information supplied by, relating to or confidential to any other persons; and

(d) information which has any actual or potential value to DSQ;

(e) where the volunteer received, created or developed that information:

(f) in the course of voluntary work with DSQ; or

(g) as a result of, or aided by, the existence of a past, present or future voluntary relationship with DSQ.

1.2 Any copies, summaries or notes of Confidential Information, and any other materials incorporating or derived from Confidential Information, is itself Confidential Information.

1.3 Confidential Information does not include any information which is or becomes public knowledge without any fault of the volunteer. Upon termination of voluntary work with DSQ, Confidential Information does not include any information which has become part of the volunteer's general skill, knowledge and experience.

1.4 As a volunteer of the DSQ I will, at times, be exposed to a wide range of information about staff, children, families and the board which could be of a confidential nature. This information is not to be publicised in any manner unless authorised or as required by law.

2. OBLIGATIONS OF CONFIDENTIALITY

2.1 The volunteer acknowledges that all Confidential Information is the exclusive and valuable property of DSQ, and is received by the volunteer in circumstances of strictest confidence.

2.2 The volunteer may use Confidential Information for the purpose of providing services to DSQ in the proper course of voluntary work. The volunteer must not use

Confidential Information for any other purpose without DSQ's express prior written approval.

- 2.3 The volunteer must not disclose Confidential Information to any other person except on a need-to-know basis, and only with the prior approval of the supervisor of the volunteer.
- 2.4 The volunteer must take all reasonable precautions to prevent an unauthorised disclosure of Confidential Information, including the following precautions:
- (a) the volunteer must at all times store Confidential Information safely and securely; and
 - (b) the volunteer must not remove Confidential Information from the premises at which it is stored except where it is necessary to do so and authorisation from the Association's Executive has been granted.
 - (c) prior to taking any personal imagery of DSQ members, the volunteer will ensure the member/member's family has given permission for the imagery to be taken.
 - (d) any volunteer wishing to upload imagery of DSQ members onto all personal social media outlets must ensure that they are approved by DSQ staff prior to usage.
- 2.5 If at any time DSQ requests the volunteer to do so, the volunteer must immediately deliver to DSQ all media embodying Confidential Information which is in the volunteer's possession, custody or control.
- 2.6 The volunteer must agree to comply with any other reasonable obligations relating to Confidential Information required from time to time by DSQ.

3. INTELLECTUAL PROPERTY

- 3.1 The volunteer acknowledges that all intellectual property created or developed by the volunteer, which incorporates or is derived from Confidential Information, belongs solely to DSQ. The volunteer assigns all its rights in that intellectual property to DSQ.
- 3.2 To the full extent permitted by law, the volunteer waives all its moral rights in existing and future copyright works created by the volunteer.

4. GENERAL

- 4.1 **[Survival]** The volunteer's obligations under this Deed shall survive indefinitely, notwithstanding any termination of the volunteer's relationship with DSQ.
- 4.2 **[Severability]** If any word, phrase or clause of this Deed is held to be void, illegal or unenforceable, that word, phrase or clause shall be deemed to be severed without affecting the operation of the remainder of this Deed. All overlapping obligations in this Deed are intended to operate cumulatively and to bind the parties, subject to the severance of any obligations held to be void, illegal or unenforceable.
- 4.3 **[Interpretation]** In this Deed:
 - a) words in the singular include the plural and vice versa; and
 - b) a reference to a person includes a reference to a body corporate, unincorporated association, statutory or other authority, partnership or any other entity.
- 4.4 **[Cumulative Obligations]** The volunteer's obligations under this Deed are in addition to, and do not limit or detract from, any duties or obligations owed by the volunteer to DSQ under statute, at common law, in equity or otherwise.

EXECUTED as a Deed.

SIGNED BY THE VOLUNTEER:

SIGNED BY DSQ REPRESENTATIVE:

.....
Signature

.....
Signature of Officer

.....
Volunteer's Name

.....
Name of Officer

.....
Date

.....
Position of Officer

MEDIA RELEASE FORM

I understand that whilst attending any Down Syndrome Queensland or Down Syndrome Australia event, photographic images - still and video - may be taken of me and my family members during the course of the proceedings.

I may also from time to time forward images of myself and/or my family members to Down Syndrome Queensland.

I give permission to Down Syndrome Queensland and Down Syndrome Australia to use the aforementioned images as representations or reproductions for the purposes of advertising, fundraising, awareness raising, information, funding submissions, reporting and any other purpose without need for further consent or permission from me at the discretion of Down Syndrome Queensland or Down Syndrome Australia.

I also release and hold harmless Down Syndrome Queensland, Down Syndrome Australia and their contractors, employees and any third party involved in the creation or publication of such material from liability for any claims by me or any third party in connection with the use of the images. I understand all material gathered is subject to the discretion of Down Syndrome Queensland and Down Syndrome Australia. I understand that Down Syndrome Queensland and Down Syndrome Australia may not use all or any of the material gathered.

Please note that any use of images that fall outside of direct use by Down Syndrome Queensland or Down Syndrome Australia would seek further approval on an individual basis.

Please note this permission is valid for the duration of your membership with Down Syndrome Queensland; however permission may be withdrawn at any time upon written notification.

Name _____

Signed _____

Date _____

Volunteer Blue Card and NDIS Worker Screening Clearance Application

Dear Volunteer,

A requirement of volunteering with DSQ, is that we require you to hold a current Blue Card and a NDIS Worker Screening Clearance. We will also require a copy of your license or passport.

Please confirm that copies of these are attached to the application or follow the instructions below to apply for these cards:

- | | |
|--|--|
| | - Copy of licence attached |
| | - Copies of Blue Card and NDIS Worker Screening Clearance attached |
| | - I have applied using the instructions below |

Blue Card Services administers the blue card system—Queensland’s Working with Children Check. The blue card system regulates activities which are essential to children’s lives. These include childcare, education, sport, cultural activities, and foster care. They check and monitor people who work in these industries and help organisations to create safe environments for children.

Disability Services administers the yellow card system and screens and issues NDIS worker screening clearances for people providing NDIS supports and services. The check: assesses whether a person who works—or seeks to work—with people with disability poses an unacceptable risk to them and determines whether a person is cleared for or excluded from working in certain roles with people with disability.

There is no cost for these cards as you are a volunteer.

To apply for both these cards, please follow the steps below:

1. Click on the following link <https://workerscreening.communities.qld.gov.au/workers/you-start>.
2. Read through the information contained on the page and have or drivers’ licence or proof of age card handy.
3. Click on the “Register for an Online Account” button.
4. Tick the box and agree to the Privacy Policy.
5. Select the type of identification you are using from the drop down menu and complete the required information from the card
6. Click “Register” and then click “Proceed to Login”
7. Enter your details again and click “Login” (you will receive an email with a verification code).

8. Once logged in, click on "Start a new application"
9. Choose "I am applying for a Disability Worker Screening Check AND a Working with Children Check (Blue Card)" (or what is relevant to you if you already hold one card)
10. Complete the questions that follow (Note: Click "Yes" to "Are you engaged by a provider to carry out NDIS disability work or state disability work, or is a provider intending to engage you for this work?").
11. Complete your personal details.
12. Under Assessment Details, you are a "Volunteer" and "Community Support Services".
13. Complete Disclosable Information.
14. Under Employer Details use the following information:
 - a. Employee ID is 4-4331-1209
 - b. Employer Name is Down Syndrome Queensland
 - c. Click yes to working with children
 - d. Click volunteer under child-related work
15. Accept the declaration.
16. There will be no payment required as you are a volunteer.
17. Click "Complete"