

Knox Infolink Inc is a community based and not for profit agency in the City of Knox. Core functions undertaken by the agency include the provision of information, support and referral and Emergency Relief for those living in the Knox area. Others services provided include Connecting Kids Program, KCCS Christmas Project, Casework, No interest Loans (NILS), Tax Help Program, referrals to Financial Counselling along with an onsite Housing Worker.

The centre is managed by a Committee of Management, who employs a Centre Manager to be responsible for the day to day running of the Agency.

All services are free, confidential and impartial.

Knox Infolink relies heavily on a committed volunteer work force.

We have various opportunities for volunteers to be actively involved in our organisation. There are a limited number of volunteers allocated to each program at any one time and is also determined by training availability.

We offer in-house training and mentoring for all volunteers. The CSW role involves a 50 hours accredited course "Assess Co-Existing Needs" to be completed.

Due to the time and commitment involved in training new volunteers we ask for a one shift (3 hours) per week commitment for a period of 12 months.

If you are interested in volunteering for Knox Infolink please complete the Application form and return. Once received we will contact you to make an interview time.

Return to:

Knox Infolink Inc

136 Boronia Rd,

Boronia, 3155

Email: info@knoxinfolink.org.au

For further information, please contact the ER Coordinator Monday – Thursday, 10-3pm on 9761 1325.

Kind regards

The Knox Infolink Team

Applicant Name :	
Address:	
Phone Number:	
Email Address:	

VOLUNTEER ROLES WITHIN KNOX INFOLINK

(please tick the roles you are interested in)

Emergency Relief Interviewer /Community Support Worker (CSW)

To provide one on one information, support and referral services to clients in a confidential and impartial manner, operating within the Centre's policies and procedures.

Community Information Assistant

To provide support to the Information and Communication Officer to help maintain up to date brochures and information for Knox Infolink.

Receptionist

To provide support to Knox Infolink and provide a cheerful and efficient reception area to our clients, in a confidential and impartial manner, whilst operating within the Centre's policies and procedures.

Driver/Transport

To pick up and deliver material aid to Knox Infolink as required. Including Bread pickups, Fruit & Vegetable pickups, Foodbank Victoria food pickups.

Knox Community Christmas Support Worker

To provide assistance for the KCCS team such as: Appeal worker, Hub worker- hamper packing, Client Collection point work- hamper distribution, Client registration.

I AM AVAILABLE TO VOLUNTEER ON THE FOLLOWING DAYS:

Monday Tuesday Wednesday Thursday
AM/PM AM/PM AM/PM AM/PM

Number of shifts per week you are interested in? _____

Please write about why you are interested in working at this agency.

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What skills or qualifications do you have? (For example skills in office work, languages)

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What general work experience, paid or unpaid, have you been involved in?

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If successful, you will be required to undergo a Police check and Working with Children's Check, and abide by the Code of Ethics and rules of the Agency.

REFERENCES: To be supplied upon request.