

Cancer Council Tasmania

Volunteer Position Description

Position Title:	Volunteer Support Group Co Facilitator
Department:	Cancer Support Services
Location:	State-wide locations
Status - Hours of Work:	Volunteer - Various/As Required
Reports to:	Supportive Care staff member Support Group Facilitator
Last Review Date:	Feb 2025

Key Purpose of the Volunteer Role

This role's key purpose is to support the Support Group Co-Facilitator (CCT staff member) in providing effective psychosocial support to group members.

Our Organisation

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease.

CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are; *generosity, integrity, collaboration, courage and innovation.*

Volunteer Role Responsibilities

- Working with the facilitator to provide a supportive environment for group members to receive peer support and education, by aligning to Cancer Council's national support group guidelines.

- Practicing active listening skills with group members and providing relevant reflections where appropriate.
- Welcoming new members and assisting their smooth induction into the group.
- Monitoring the wellbeing of group members to ensure safety and comfort.
- Actively promoting the group as appropriate.
- Providing general administration support as required.
- Assisting to organise a relevant guest speakers for the group as required.

Position Requirements

- All CCT volunteers are required to undertake a Police Check. Current Working with Vulnerable People Card desirable but not essential.
- A strong desire to work with individuals in their current experience with cancer or bereavement through cancer.
- A person with a personal cancer experience such as diagnosis or bereavement should be a minimum of two years past their acute experience.
- Attend CCT Support Group Facilitator Training session

Selection Criteria

The selection criteria outline the skills, experience and behaviours that are necessary to successfully carry out the voluntary role.

1. Ability to respond sensitively and without judgement to the group members.
2. Maintain confidentiality.
3. Demonstrate reliability, punctuality and commitment to the role.
4. Professional attire and presentation.
5. Willingness to undergo training and orientation as required.
6. Accept and endorse the values of CCT; demonstrated ability to uphold the values of CCT through their own behavior and make a positive contribution to team and workplace culture and practices.