



Volunteer Application Pack

Welcome to Chronic Pain Australia.

Thank-you for your interest in becoming a part of this growing organisation.

The Chronic Pain Association of Australia came into being in October of 2006. Since that time we have made outstanding progress towards creating an organisation to represent and advocate for Australians who are isolated by chronic or persistent pain. We have developed a structure within which we can allow the organisation to become an instrument which effectively delivers our vision, mission and objectives.

Our Vision

No Australian living with persistent pain should suffer alone or without access to resources which help them effectively manage their pain in a manner promoting dignity and self respect, regardless of age, socio-economic or compensation status.

Our Mission

To reduce the unnecessary suffering and isolation caused by chronic pain in the Australian community.

Our Core Objectives

1. To establish CPAA as the viable peak body to advocate for consumers of pain management services in the Australian community.
2. To prevent suicide - provide support and connection for people living with pain through the development of a telephone support and information service accessible by all Australians.
3. Promote self management – enable empowerment for people currently living in fear of pain, suffering silently in isolation searching for treatment miracles, through the development of local self management groups all over Australia, which are continuous and consistent.
4. Provide support for families and carers of people living with pain through the development of local family support groups which are continuous and consistent across Australia.

This document provides application related information. Please read through the information on the following pages, complete the forms and return them to Chronic Pain Australia for processing.

Regards



David Newman
General Manager

Recruitment of Volunteers

People come to us with a vast range of experiences, expectations and skills. Some are very clear about the work they wish to undertake, some are more flexible and undertake tasks at many different levels.

In placing a volunteer it is important to recognise these different expectations and how each might contribute to meeting the needs of the organisation, the community and the individual. Finding the “right” position for you is important to us.

2.2 Recruitment Policy

Chronic Pain Australia’s recruitment policy is driven by our purpose, which is to fulfill the needs of our organisation and the expectations of our volunteers.

We apply the principles of **equal opportunity** to our recruitment processes and will not withhold a volunteer job on the basis of sex, race, age, physical or mental disability, religious beliefs, marital status, parental status, career status, sexual preference, political affiliation, industrial activity, pregnancy, victimisation, physical features or social and cultural backgrounds.

All prospective volunteers are to be interviewed prior to placement. The selection criteria for each position depends upon the particular skills needed to fulfill the duties of that position.

Due to the resources required for training it is preferable that prospective volunteers commit to Chronic Pain Australia for at least a half day a week, for a period of three months or more.

2.3 Application and Interview Process

The following outlines the general process we use when volunteers apply to volunteer with Chronic Pain Australia:

- Send out info pack (this info pack you are reading now)
- Arrange interview
- Interview
 - Determine what brought them to Chronic Pain Australia
 - Discuss volunteer opportunities within the organisation
 - Give info regarding training if it is required
- Interview notes will be reviewed with a Chronic Pain Australia Director
- Applicants will be advised of the outcome of the interview process

Please Note: Completion of the application and interview process does not guarantee a placement will be offered to the applicant. Chronic Pain Australia reserves the right to make the final decision.

Volunteer Application Form

(Please print clearly to avoid errors)

Please complete this form and mail to the address on the front page of this document.

(Completion does not guarantee a placement will be offered to the applicant)

Name (Mr, Mrs, Miss, Ms) _____

Address _____

_____ Post Code _____

Telephone

(Home) _____ (Other) _____

Email _____

Country of Birth _____ Date of birth _____

Must be over 18

Languages (other than English) _____

Interests/Hobbies/Skills, etc. _____

Employment Status _____

Do you have any experience with chronic pain? _____

Previous Experience in Volunteer Work (what, when, why did you leave) _____

Reasons for Volunteering _____

Availability (Day/s, Hours, Frequency) _____

Do you prefer to work from home or at our office? (You may tick more than one box)

Home Office Other (Please indicate) _____

Are you willing to volunteer in another more than one capacity?

(You may tick more than one box)

Phone Support Office Work Fundraising

Community Programs Training

Briefly list what you hope to gain from being a Chronic Pain Australia Volunteer

Information provided to Chronic Pain Australia is retained for internal use only and is not disclosed to any other person or organisation.

Volunteer Pre-Interview Form

(Please print clearly – bring this sheet to the interview)

The purpose of this form is to allow you to think about what volunteering with Chronic Pain Australia might involve. Write down your thoughts on the following points and bring this sheet to the interview with you.

Name (Mr, Mrs, Miss, Ms) _____

Will you be able to commit time to volunteering on a regular basis?

What are your limitations? eg work and family commitments

Is your family supportive of you doing volunteer work?

Are you currently looking for work? Why or why not?

What life experiences do you have that will be of value to this work?

Do you have counselling and professional qualifications? **If yes, please give details.**

Do you have any strong religious views that would make it difficult to interact with others who might have different strong religious views?

Are you computer literate? Yes No

Do you have a Broadband Internet connection? Yes No

Do you know what your monthly download limit is? N/A No Yes _____

Do you know the speed of your connection? N/A No Yes _____

(these figures are important if you want to work in the area of Telephone Support)

What is the best time to contact you after the interview ?
(day / time / phone number)

Do you have any questions you would like to ask us?

Interview

Shortly after we receive your application form we will contact you to arrange for an interview. When attending the interview if you have a current resume please bring it with you`.

Some interviews will be held for general positions within Chronic Pain Australia. At other times the interview could be held looking for specific staffing needs – ie. Telephone Support People.

At the start of the interview you will be notified of the following:

- The purpose of the interview – the positions we are trying to fill
- Approximate length of interview
- Format of interview – who will be asking questions, etc
- Information on who will be taking notes and why they are being taken
- Confidentiality – who will have access to the information we collect
- How and when you will be notified of the result of the interview
- Practicalities – if training is required there may be costs and commitment involved
- Commitment requirements for the position

The interview process is not meant to be stressful – it is a chance for us to learn about you and what area of volunteering interests you. It is also a chance for you to ask questions about the positions we are interviewing for.

Here are some of the questions we might ask you:

**There are NO right or wrong answers
Please don't guess what we are looking for
Answer honestly**

Will you be able to commit time to volunteering on a regular basis?

Are you currently looking for work?

If yes, what days / hours? How will this impact on your availability to volunteer?

If no, why not?

What life experiences do you have that will be of value to this work?

What do you hope to gain from volunteering with Chronic Pain Australia?

We try to set up rostered shifts for each of the volunteer positions. Are you prepared to work occasional additional shifts if the need arises and you are available?

Are you computer literate?

If you are interested in the area of Telephone Support is your computer in an area at home where you can take private phone calls?

Do you have transport available to travel to job locations?