

VOLUNTEER POSITION DESCRIPTION

Title:	Volunteer – Interview Friend
Cost Centre	190
Usual work location:	Canberra (ACT)
Usual hours of work:	Interview Friends provide assistance outside of normal business hours* and would be rostered on approximately 3 – 5 nights per month. There is one roster each for North and South of Canberra, depending on the individual’s location. (<i>*please note: call outs can occur late at night and/or early in the morning</i>)
Position Objective:	Interview Friends provide independent and confidential support to children and young people (aged 12-18) who have been detained by police for interviewing in relation to an offence, and who do not have a parent, guardian or other adult who can be present with them. The Interview Friend’s role is one of support and to ensure that the rights of the child are upheld.

Position Responsibilities:

- Attend an induction training session prior to commencing
- Provide independent and confidential support to the young people in custody/being questioned
- Ensure that the young person is informed of their rights and that these rights are upheld
- Ensure that the young people understands what is happening and the questions being asked
- Ensure that the interview is conducted properly
- Ensure that the young person is not intimidated or harassed

The role and purpose is **not** to:

- Provide any legal advice (even if you have a legal qualification)
- Discuss with the broader community, or with the police, any confidential or private information about the young person being supported

Key behaviors:

Client Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

Initiative

Originates action and actively seeks to contribute rather than passively accepting situations.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

- Key skills:**
- Clear, pleasant, relaxed and confident communication skills.
 - A passion for supporting vulnerable young people.

Key knowledge areas: No prior knowledge is required

Key experience: No previous experience required

Qualifications: No qualifications needed, however a desire to build connections and develop relationships with parents and children is desired.

Reports to: Taylor Jackson, Youth Worker

- Key requirements for this position:**
- Volunteer Application form
 - National Criminal History Check application
 - Working With Vulnerable people (ACT)