

POSITION DETAILS			
Position Title	Education Support	Location	BayCISS Hampton East
Position Type	Volunteer	Hours per week	1-2
Reports To	Manager	Classification	NA
ABOUT THE ORGANISATION			
<p>Bayside Community Information and Support Service (BayCISS) is a not for profit organisation based in the Bayside and Kingston area providing support, advocacy, referral and information including counselling and case work, to vulnerable and low income community members. The Castlefield location operates as a Community Centre providing occasional child care and community programs dependent on need.</p> <p>We aim to provide services and programs designed for assistance, participation, development, learning and enjoyment.</p> <p>We are:</p> <ul style="list-style-type: none"> • Impartial – we are non-judgemental, flexible and supportive • Accessible – we are available for people to offer support • Respectful – we are respectful and listen to others • Collaborative – we work with and develop local partnerships 			
KEY FUNCTION			
<p>Education costs are a significant concern for Victorian households and are a cause of hardship for many. To support people experiencing hardship, the Education Support Program volunteer supports emergency relief volunteers and school welfare coordinators to assist vulnerable households to access funding opportunities.</p>			
KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> - Work with our Community Information Volunteers to identify community members experiencing financial hardship with particular emphasis education expenses - Discuss individual situations with service users - Explore and research alternative options available for service users depending on circumstances including BayCISS Education Support, State School Relief and philanthropic options - Work with schools to identify eligible families - Work with volunteers and staff to identify eligible families - Provide referrals as required including completing paperwork and funding applications - Collect data - Source and work with funding bodies to secure funding for dissemination - Administrative and reporting as required <p>It is an expectation that all BayCISS volunteers successfully complete a Victorian Police Check and Working with Children Check, and complete appropriate CISVic training requirements.</p>			
KEY RELATIONSHIPS			
INTERNAL	Manager, staff, volunteers		
EXTERNAL	Service users, school representatives, state school relief & CISVic		