



Screening Process for ICV Volunteers

ICV is a community development organisation utilising volunteers. We work respectfully with Aboriginal and Torres Strait Islander people and according to the principle of 'invitation'.

ICV has a strict policy that only fully-screened and high-quality applicants will be placed as volunteers. Our Aboriginal and Torres Strait Islander clients deserve the best. Our screening policy supports the ICV principle of working 'with' people and not doing things 'to' or 'for' people.

People wishing to become ICV volunteers undergo a comprehensive screening process. It includes:

- Applicant interview
- Personal and professional referee checks;
- Australian Federal Police check that includes clearance for working with children;
- Medical clearance; and
- Successful completion of two day cultural and community development workshop.

1. Applicant Interview

On receipt of a written application, a member of ICV's Volunteer Team will contact the potential volunteer and talk with them about their reasons for becoming a volunteer. It is important that potential volunteers have a genuinely good motivation (ie, altruism and commitment to Reconciliation rather than personal interests alone.) The applicant is asked specific questions to help ICV gauge the applicant's concept of working 'with' Aboriginal and Torres Strait Islander people and to gain insight into the applicant's sensitivity to cultural diversity.

The applicant is also questioned about their understanding of the contemporary issues faced by Aboriginal and Torres Strait Islander people.

2. Personal and professional referee checks

The applicant provides contact details for personal and professional referees. These people are contacted by the Volunteer Team and questioned about the applicant's capacity to work with people, work in a team, their interpersonal and communication skills, cultural awareness, ability to work under pressure and whether they are independent self starters.

3. Australian Federal Police check (including working with children)

Potential volunteers complete a police check application that ICV submits to the AFP. The AFP criminal history checks take approximately two weeks to be completed. The cost of this check is borne by ICV. The AFP gives us a generous discount due to our registered charity status. This check is repeated every two years for all volunteers.

4. Medical clearance

All volunteers are required to obtain a medical clearance from their doctor to ensure they are physically, emotionally and mentally healthy and may undertake a placement in a community. Some projects take place in remote locations where medical services are not readily available. Some projects occur in difficult weather conditions. It is important to ICV that volunteers do not endanger their health by undertaking projects which are arduous and may have a negative impact on them. The cost of this medical clearance is borne by ICV.

5. Successful completion of two day cross-cultural and community development workshop

All volunteers are required to attend ICV's two day cross-cultural and community development workshop. We call this our ICVw. The ICVw is held in Canberra and regional locations. Volunteer travel costs are met by ICV. The ICVw includes components on ICV and its processes and values, cross-cultural awareness and community development techniques. It covers communication, respectful interaction and the history of issues facing Aboriginal and Torres Strait Islander people.

It is important to note that potential volunteers are still being screened during these two days. ICV staff assess very carefully (and collectively) each volunteer's ability to interact with others, their awareness of cultural diversity and cross-cultural sensitivity and their capacity to work 'with' people. The ICVw also helps us to assess each applicant's motivation for being a ICV volunteer.

Screening outcomes

A volunteer must successfully pass each step of the screening process. A heavier weighting is applied to the two day ICVw. It is the first opportunity ICV staff have to see how a volunteer thinks and interacts with others.

It is important to note that no one ICV person makes the decision on approval or not of each potential volunteer. A post workshop meeting is held with ICV staff where issues are raised, discussed and addressed. Sometimes a potential volunteer or their referees will be contacted after the workshop in order for ICV staff to gain further information or talk through issues or concerns.

Being unsuccessful in this process does not mean the potential volunteer is not a good or skilled person. It can simply mean that ICV at present does not need any additional volunteers matching the applicant's circumstances. The suitability criteria may change from time to time depending on the type of demand for volunteers ICV is experiencing from communities.

ICV welcomes feedback from applicants on this process. Our Service Charter which can be found on our website at [http://www.icv.com.au/workspace/uploads/publications/ICV-Service-Charter - 1249873129.pdf](http://www.icv.com.au/workspace/uploads/publications/ICV-Service-Charter-1249873129.pdf) provides information on how to give feedback to ICV and what to expect from us in response.

Finally, we believe it is important to be honest with those people whose circumstances don't match our needs. That's why we advise people if they are not suitable. We believe this is the honest and decent thing to do and hope applicants can respect and accept that, even if they are disappointed.