

"ATTACHMENT 22"

## Role and responsibilities (position description)

[x insert position title x]

The Yeshivah Centre Synagogues incorporate the following three synagogues located at 88-92 Hotham Street, St Kilda East, 3183:

1. Yeshivah Shule,
2. Young Yeshivah; and
3. Kollel Menachem.

This position description statement is to provide you, as a member of the Yeshivah Centre Synagogues team involved in delivering our organisation's service to children or young people, with a description of your role and your responsibilities in helping to deliver our services.

Your core function(s) is/are [x insert brief description of the person's role – for example as a swimming teacher x].

Your specific duties and responsibilities are [x insert brief description of the person's duties and responsibilities x].

Your immediate supervisor is [x insert name and title x].

You are required to complete/provide informal/formal reports [x note time frame or event triggers for reporting x].

Your other actions, duties or responsibilities are [x complete where/as appropriate x].

As your role within Yeshivah Centre Synagogues requires you to be involved in delivering our service, in addition to meeting your core functions, duties and responsibilities as outlined above, you are also required to meet the behaviour standards outlined in our 'practice and behaviour' guidelines or our 'code of conduct'. You will have received an electronic or physical copy of these guidelines or code as part of your introduction to this role. You can also access a copy of these guidelines on request by emailing xxx@yeshivahcentre.org.

You are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Issued by [x insert name and title of person who issued the statement x]

[x insert date issued x]

## Commitment to practice and behaviour guidelines

### Introduction

The Yeshivah Centre Synagogues incorporate the following three synagogues located at 88-92 Hotham Street, St Kilda East, 3183:

1. Yeshivah Shule,
2. Young Yeshivah; and
3. Kollel Menachem.

The Yeshivah Centre Synagogues is committed to safeguarding children and young people in its care. As part of this commitment, we have developed practice and behaviour guidelines for our organisation, guidelines that are approved and endorsed by Chabad Institutions Victoria Limited (CIVL) board of directors and adopted by each of the Yeshivah Centre Synagogues (by its Rabbi and committee members).

All our 'involved' personnel, from the Rabbi to casual employees and volunteers, are required to observe our practice and behaviour guidelines.

The CIVL board of directors considers a failure to observe our guidelines to be misconduct, and will result in appropriate disciplinary action. Depending on the seriousness of the misconduct, disciplinary action may include suspension while matters are investigated and/or dismissal. In addition to any internal disciplinary proceedings, any breaches of law will be reported to police.

### Commitment

I, \_\_\_\_\_

Name of staff member or volunteer

- have been provided with a copy, have read, and have understood the 'Practice and behaviour guidelines' of the Yeshivah Centre Synagogues
- understand my responsibilities in relation to ensuring and promoting the safety of children and young people
- will observe the guidelines during my employment/time with the Yeshivah Centre Synagogues to ensure and promote the safety of children and young people participating in programs and services provided by The Yeshivah Centre Synagogues.

\_\_\_\_\_  
Signature of staff member or volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Yeshivah Centre Synagogue representative

\_\_\_\_\_  
Position/title representative

\_\_\_\_\_  
Signature of management representative

\_\_\_\_\_  
Date