



Community interagency PORT STEPHENS

Port Stephens Community Interagency Meeting

Minutes of Zoom meeting held on Tuesday 1 December, 9:30am

Apologies: Mike Heckrotte – Linked Community Services, Sara Phillips – Interrelate,
Ozlem Baymen - Uniting

Chair: Carolyn Fisher

Minute Taker: Dominique Northam

Present:

Carolyn Fisher	PSC
Dominique Northam	PSC
Marisa Wilson	Path 2 Change
Ann Fletcher	PSFANS
Michael Murray	Port Stephens Suicide Prevention Network
Belinda Kelso	Benevolent Society
Bill Cottrell	HNEHeath Consumer Rep
Jackson Porter	Defence Community Organisation
Mere Johnson	ATWEA
Claire Taylor	Carers NSW
Wendy Ratcliffe	ATWEA
Cheryl Eslick	ATWEA
John de Ridder	COPSY
Victoria Grey	Smith Family
Michelle Whitbourne	Hume Housing
Gail Easton	Alcohol and Drug Foundation
Del Thompson	Quality Care
Simmone Robinson	SimShakti Yoga Raymond Terrace

Item	Details / Decision/Action Summary	Resp.
1.	Welcome and introductions	Carolyn /All
2.	Chair Yoga and Meditation session	Simmone

	<ul style="list-style-type: none"> • Simmone Robinson of SimShakti Yoga, is a certified Yoga Instructor, Personal Trainer and Meditation TeacherContact Simmone on her mobile number 0418 767 588 or via email: SimShakti.yoga@gmail.com 	
3.	General updates	
	<ul style="list-style-type: none"> • See attached information from Hume Housing about their Smartphone Skills 4 Seniors program which has been developed for Hume's senior customers to develop skills and confidence using their smartphone. Participants will initially attend 3 small group, COVID safe workshops in their local area over 3 consecutive weeks. Following the workshops, they will be allocated a personal smartphone mentor who they will meet with weekly for the next 3 weeks on a one-on-one basis. • Mentors will be asked to provide a volunteer police check which Hume will reimburse the cost of. Hume will also cover transport expenses. If you are interested in volunteering as a mentor, please contact Hume Housing. 	
	Next meeting 9:30am, Tuesday 2 February via Zoom	

DIGITAL MENTOR – SS4S VOLUNTEER

POSITION DESCRIPTION

Position Title:	Digital Mentor (Volunteer)
Project Title:	Smartphone Skills for Seniors (SS4S)
Reports to:	Katherine McLean – Community Cohesion Officer Marnie Fitzpatrick – Program Officer - Seniors
Locations & Timeframes	Raymond Terrace (Feb – Mar 2021) Tomaree Peninsula (Apr – May 2021) Rutherford (May – Jun 2021) East Maitland (Jul – Aug 2021)

PROJECT OVERVIEW:

Smartphone Skills 4 Seniors (SS4S) is a pilot volunteer program of Hume Community Housing. SS4S aims to increase older people's digital competency & confidence and build community volunteering capacity.

Volunteer digital mentors support Hume Senior customers to learn digital skills in tailored 1:1 sessions. Mentors also have the option to assist in small COVID-friendly workshops.

POSITION OBJECTIVES:

Digital Mentors support people to build their confidence to learn essential digital skills on their smartphones. Being a Digital Mentor is about inspiring people to try using digital technology and supporting them through their first steps using the internet on their smartphones.

QUALITIES WE ARE LOOKING FOR IN A DIGITAL MENTOR:

You don't need to be a digital whiz to be a Digital Mentor – but you do need to be good with people. We are looking for people who have a basic understanding of the internet and how to use a smartphone. If you don't know how to do something online, you will have the skill to search for an answer.

You need to have patience, enthusiasm, adaptability and be good at really listening to people.

POSITION RESPONSIBILITIES

Digital Mentors are there to help and encourage people to learn, but not to do everything for them.

You need to be aware of the boundaries of your role. It is not appropriate to give advice beyond the scope of the program on issues such as legal, financial and health.

Maintain professionalism and clear communication in all interactions with program participants and Hume staff.

POSITION REQUIREMENTS

Digital Mentors are required to:

- Undertake a Police Check (cost reimbursed by Hume)
- Attend online digital mentor training
- Download Be Connected Get Started app onto phone
- Attend Greet & Meet workshop with participants
- Review participant digital skills assessment
- Review relevant training sessions through the Be Connected Portal
- Conduct three individual mentoring sessions with participant over a three-week period
- Complete end of program evaluation survey

BENEFITS OF BEING A SS4S DIGITAL MENTOR:

- Full mentor orientation provided
- Reimbursement of out-of-pocket costs associated with program delivery
- Comprehensive training and support provided
- Post program Certificate of Participation provided
- Where appropriate, Hume can act as referee for mentor's post program
- Volunteers are insured for personal injury and liability
- Opportunity to contribute to the development of the program/future programs
- New skills and connections
- Increased confidence and sense of purpose
- Enhanced health and well-being



We are recruiting **VOLUNTEER SMARTPHONE MENTORS**

- Are you confident using your smartphone?
- Do you have some time to help an older person learn to use theirs?
- Would others describe you as patient?
- Do you want to give back to your community?
- Did you know it has been scientifically proven volunteering in your community enhances your wellbeing?

Volunteering as a mentor in our new **Smartphone Skills 4 Seniors** program may be the opportunity you have been waiting for!

For more information or to register your interest, please contact **Marnie Fitzpatrick** on **0491 692 292** or **Katherine McLean** **0491 691 976**

Smartphone mentor positions are open to Hume customers of all ages – over 55s are encouraged to volunteer.

