



Northern Sydney Central Service Office
Alcoholics Anonymous Australia

Position Description

Updated 19/06/2024

Hospitals and Institutions (H&I) Coordinator

Volunteer

AA Declaration

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:

I am responsible

Responsible to

Office Manager/ Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

AA provides the service of volunteers to Hospitals and Institutions in Area E. Volunteers visit the facilities and share their experience, strength and hope to the recovering alcoholic. Each Hospital or Institution has a roster that is serviced by a Roster Coordinator. The Hospitals & Institutions (H&I) Coordinator supports this service and operation at NSCSO Committee level.

Duties & responsibilities

Your duties as Hospitals and Institutions (H&I) Coordinator are to include but are not limited by the following:

H&I

- Act as the NSCSO contact for the H&I Roster Coordinators for the current H&I rosters ;Herbert St, Northside, South Pacific, Northern Beaches Hospital,
- Liaise with Roster Coordinators from each Hospital regarding the status and needs of their roster
- Be the point of contact in the NSCSO for the hospital and institution staff regarding rosters
- Start up new rosters including recruiting new Roster Coordinator and help fill roster with H&I volunteers
- Obtain and keep current H&I rosters for office records
- Help to fill roster and Roster Coordinator vacancies
- Coordinate H&I volunteer pamphlet pack to volunteers.

General

- Attend NSCSO meetings on a monthly basis as a committee member
- Research and implement other H&I and BTG opportunities in other hospital areas

Qualifications

H&I & BTG Coordinator – Position Description cont

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Basic knowledge of Microsoft Word and Excel and email. Pleasant manner, problem solving ability, patience and dependability

Length of Appointment

The Hospitals and Institutions position is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Coordinator maybe reappointed.

Time Commitment

Approx 1-2 hours per week. Travel and visits to facilities may be required.

Sobriety Requirement

This position requires a minimum of 2 years sobriety

Location

The Hospitals and Institutions position may work from home if the volunteer has computer access and/or from the Office in St Ives.

Support

Training for this position will be provided, In addition, the Office Manager will be available for assistance.