

POSITION DESCRIPTION

Position Title	Volunteer Driver
Directorate	Clinical & Community
Manager	Volunteer Program Manager
Direct Reports	No
Enterprise Agreement	N/A - Volunteer
Classification	Volunteer
Employment Status	Volunteer
Hours of work	As Required
Amendment Date	July, 2019

Position Overview

Utilising Castlemaine Health Patient Transport vehicle, provide eligible Mt Alexander Shire community members and residents of Castlemaine Health Aged Care Facilities with a safe, reliable transport service to health appointments.

Key Accountabilities

Under guidance from the Volunteer Program Manager:

- Respect the confidentiality and privacy of all individuals
- Ensure the safety and security of the vehicle at all times whilst in charge of the vehicle
- Abide by all traffic laws and maintain safe driving practises
- Ensure no unapproved passengers are transported
- Store mobility aids in the vehicle's boot or behind a safety barricade
- Report all accidents and incidents immediately to the Volunteer Transport Co-ordinator
- Report all contact hours to enable the Manager to compile statistical and service data for funding requirements
- Perform any other duties as required commensurate with the position classification and the employee's skills, knowledge, experience and qualifications.

General Accountabilities

- Obtain and/or maintain a current and satisfactory National Police Check for the duration of employment. A Working with Children Check and Disability Worker Exclusion Scheme check may also be required for particular positions.
- Participate and obtain satisfactory feedback through regular formal and informal performance review meetings.
- Participate in and commit to ongoing workplace initiatives and activities in health and safety, quality improvement and risk management as applicable to individual, team and/or organisational objectives.
- Demonstrate behaviours that are consistent with the Code of Conduct for Victorian Public Sector Employees.

Qualifications

Essential

- Current drivers licence. A safe driving record.

Desirable

- Interest/experience working/volunteering with older people with restricted mobility.

Key Selection Criteria

- Confident and capable driver
- Willingness to undertake training and attend meetings
- Ability to work as part of a team
- Good communication skills
- Ability to take instruction and seek assistance
- Flexible approach, reliable and patient
- Non-judgemental and positive attitude

Workplace Health & Safety

Castlemaine Health is committed to maintaining a healthy and safe workplace with the notion of “safety always” underpinning all of its activities. Employees are encouraged to actively promote the behaviours, values and attitudes that support a culture of safety.

Candidates/Employees of Castlemaine Health are required to:

- Adhere to organisational health and safety policies and procedures
- Be capable of performing the inherent requirements of the position
- Disclose any pre-existing injuries on the Pre-Existing Injury or Disease Disclosure Statement

Castlemaine Health

About

Castlemaine Health delivers a diverse range of inpatient, outpatient and outreach services to the Shire of Mount Alexander. This includes provision of assessment, rehabilitation and allied health services to neighbouring shires. Castlemaine Health’s role within the Loddon Mallee Region has been developed to meet the needs of a growing population.

Vision

Exceptional care of every person, every time.

Values

Integrity	We engage with others in the highest degree of dignity, equity, honesty and trust
Care	We treat people with respect, are compassionate, thoughtful and responsive to their needs
Unity	We work as a team and in partnership with our communities
Excellence	We are committed to achieve our Vision

Castlemaine Health also values diversity and fosters a workforce that is welcoming of all individuals, including but not limited to; Aboriginal and Torres Strait Islander people, people with a disability, lesbian, gay, bisexual, transsexual and intersex people, people experiencing health inequalities and culturally and linguistically diverse people.

Code of Conduct

Castlemaine Health is committed to abiding by the Code of Conduct for Victorian Public Sector Employees.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how we provide care to clients and interact with other customers, including staff of Castlemaine Health. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of Castlemaine Health are required to adhere to these principles.

Montessori Model of Care

Castlemaine Health has implemented the Montessori approach as a model of care which focuses on the persons' abilities, capturing their interest and showing respect. It supports people to stay as independent as possible through involvement in meaningful roles and activities.

Employee Acceptance

I acknowledge that:

- I have read and understood the requirements of the position as outlined in the Position Description.
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this position.
- Castlemaine Health reserves the right to modify the above documents. Employees will be consulted if modifications result in significant changes.

Name (print): _____

Signature: _____

Date: _____