



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Volunteer Bus Driver</b>
<b>Facility</b>	<b>Carrington Care Ltd</b>
<b>Reports to</b>	<b>Volunteer Co-ordinator</b>
<b>Direct Reports</b>	<b>Nil</b>
<b>Hours of Duty</b>	<b>As negotiated</b>
<b>Status</b>	<b>Voluntary</b>
<b>Date Reviewed</b>	<b>May 2010</b>

### **OUR VISION**

Recognised as the leading provider of aged and disability services in the community we serve.

### **OUR MISSION**

Carrington realises its Vision by delivering excellence of service at all levels to enrich the lives of the aged and disabled through:

- Community involvement and partnerships.
- Open and transparent communication.
- Quality care to promote industry best practice by innovation and continuous improvement.
- Employing qualified and dedicated staff who recognize and are committed to the value of teamwork.
- Ongoing focused education, development and research.
- Facilities and equipment to meet the needs of an ever changing community.
- Prudent financial management.

### **OUR VALUES**

#### ***Mutual Respect and Trust***

We work together in ways which promote dignity, respect, understanding and integrity. We communicate openly, treating residents, clients, their families and each other fairly and equitably.

#### ***Quality Care***

We strive to provide outstanding care for our residents and clients in a compassionate, safe and welcoming living environment, respecting their rights and privacy.

#### ***Service Excellence***

We take pride in our work and are dedicated to making a difference to the quality of life of our residents and clients. Our service delivery is continuously improving as we actively participate in learning and educational opportunities.

#### ***Teamwork***

We value and recognise the different contributions and efforts of our team and seek to involve and work with each other in a professional and co-operative manner.

#### ***Stewardship***

We understand and accept our responsibility to ensure the integrity of all our systems and practices whilst managing the business in a prudent, viable, sustainable manner, preserving the natural, historic and corporate assets.

## ROLE DESCRIPTION

### **Responsibilities:**

- 1. Operate bus service for residents which may include regular shopping run from Village to Camden/Narellan.**
- 2. Drive bus for regular outings for Hostel/Nursing Home residents.**
- 3. Fuel buses as necessary.**
- 4. Complete log sheets for all use of buses.**
- 5. Operate hoist to assist residents onto buses.**
- 6. Report any mechanical problems encountered to maintenance staff.**
- 7. Attend orientation/relevant training sessions.**
- 8. Follow all OH&S policies and procedures, EEO and Anti Discrimination in the Workplace and participate in Risk Management activities as required.**

### **Essential Criteria:**

- 1. Must hold at least LR drivers licence.**

### **Skills:**

- 1. Patience.**
- 2. Genuine care and concern for the elderly**
- 3. Ability to maintain confidentiality**