

**Position:** Client Activities Assistant / Driver

**Reporting to:** Senior Coordinator – Carer Support or Carer Respite

## **Purpose of Position:**

Assist Carer Services achieve a high quality service supporting clients through assisting with client activities.

To assist Managers and Coordinators, with transporting of Carers and Care recipients to relevant programmed activities or events.

## **Key Responsibilities:**

Assists SA Country Carers staff in any of the following areas:

- General kitchen and cooking duties
- Socialising with guests
- Assisting with programmed activities e.g. craft activities
- Light domestic duties
- Assisting supervise client groups on outings
- Transporting clients to and from designated programs or activities in SA Country Carers vehicles

## **General Responsibilities:**

### **Work Health and Safety**

- Observes the SA Country Carers Work Health and Safety policy and procedures, taking responsibility for working safely and protecting own safety and that of others.
- Follows instructions in relation to health and safety at work
- Reports any incidents, hazards or safety concerns to the relevant supervisor

### **Confidentiality**

- Maintains confidentiality of personal information about staff, clients, network providers and other volunteers in accordance with SA Country Carers Confidentiality policy

### **Training**

- Undertakes initial induction training
- Participates in ongoing training to assist with the role

### **Special Conditions:**

Engagement is subject to:

- current valid screening as per the SA Country Carers Prescribed Matrix
- an annual performance and development review
- a three-month probationary period

## Volunteer Position Description

From time to time:

- Some out of hours and weekend work may be required

If required to drive on SA Country Carers business, appointment and ongoing employment is subject to following requirements are:

- A current full (not learner or probationary) driver's licence
- satisfactory completion (a score of 50 or more) of the SA Country Carers in-house driving test
- Where required, undertakes training and assessment for long wheel base vehicles

If working with children (under 18 years):

- Successful completion of an authorised Child Safe Environment training

Subject to prior approval, out of pocket expenses associated with the work will be reimbursed, except for those incurred in getting to and from the job.

### **Hours of Engagement:**

As negotiated with the Senior Coordinator.

## Person Specification:

### Qualifications:

#### Essential:

- For driving duties, a current unrestricted driver's licence

#### Desirable:

- A current senior First Aid certificate
- Safe Food Handling certificate
- Manual Handling training

### Experience:

#### Essential:

- For driving duties, a minimum 2 years driving experience with full licence

#### Desirable:

- Experience in customer service
- Experience in working with aged or disability clients

### Skills, Knowledge and Personal Attributes:

#### Essential:

- Effective communication and interpersonal skills, including
  - Being able to listen actively
  - Displaying compassion and sensitivity to clients
  - Ability to listen and empathise without giving advice
  - Showing empathy to people of diverse backgrounds
  - Non-judgemental approach to clients
- An understanding and appreciation of the needs of frail aged and those with dementia, disabilities, or mental illness, and their Carers
- A sound level of physical fitness in order to be able to render practical physical assistance to clients as needed
- Neat casual appearance and demeanour
- The ability to participate as part of a team

#### Desirable:

- The ability to assess a situation and take the appropriate action
- The ability to pass on simple skills, e.g. craft or cooking skills

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I, .....have read this position description and understand the responsibilities involved in the position. I accept appointment to the position accordingly.

Signed: ..... Date: .....

*(Appointee)*