	Your Community Health (Previously Called Darebin Community Health)	Approval Date:
	<b>Volunteer Position Description</b> <b>Volunteer Driver</b>	Review Date:
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Related Policy: Volunteer Program Policy & Procedure		
Authorised by: Chief Executive Officer		

## POSITION SUMMARY

<b>TEAM(S):</b>	Social Support Team
<b>PROGRAM:</b>	Social Support and Men's Shed / Social Support Group
<b>SUPERVISED BY:</b>	Men's Shed Group Leader
<b>ACCOUNTABLE TO:</b>	Donna Dacey
<b>ACCOUNTABLE FOR:</b>	N/A
<b>POLICE &amp; WWC CHECK:</b>	All Volunteers MUST HAVE a satisfactory Police Check and current Working With Children Check.
<b>PRE-EXISTING INJURY/ ILLNESS</b>	Volunteers who are not currently registered with Your Community Health will be required to fill out a Pre-existing Illness/ Injury Declaration Form.

*Volunteering Australia*, Defines Volunteering as;

***“Volunteering is time willingly given for the common good and without financial gain”***


Voluntary work does not jeopardize the paid workforce, its conditions or awards and does not replicate the position of paid workers.

## OUR ORGANISATION

Your Community Health is a quality accredited independent community health service with its own Board of Directors. It provides a wide range of allied health, medical, social support and health promotion services operating across the seven Local Government Areas (LGAs) of northern Melbourne: Darebin, Banyule, Moreland, Yarra, Hume, Nillumbik and Whittlesea. There are four service sites:

- East Reservoir (125 Blake Street, East Reservoir)
- Northcote (42 Separation Street, Northcote)
- Panch (300 Bell Street, Preston)
- East Reservoir Community Hub (Unit 1/44 Whitelaw Street, Reservoir)

Volunteers may be required to work at any site.

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## Community Programs - YOUR TEAM

The Community Programs Team aims to lead, coordinate and support Your Community Health staff and partners in the development and delivery of health promotions, youth, volunteers, self-support programs and community development initiatives that meet the needs of the community in the Northern suburbs of Melbourne.

## Social Support Program – YOUR PROJECT

The Social Support Program provides group services to people in our community who are socially isolated and/or have a disability. Our group participants are picked up from their homes and brought into our centers where they participate in social programs, men’s shed, food support, etc. Throughout the day participants engage in meaningful activities that help build confidence, improve mental and physical health and provide a sense of belonging by being part of a group.


## VOLUNTEER POSITION PURPOSE

The Social Support Programs Volunteer Drivers consists of safely transporting Your Community Health clients/ group members to groups/programs and/or on approved social outings in Your Community Health vehicles (including cars, 12 seater buses & occasionally – and only if appropriately licensed – the 22 seater bus), as requested by the SSG Team Leader or the Volunteer & Community Support Officer.

## POSITION DETAILS

### Responsibilities and Duties

- Work in accordance with Your Community Health Policies and Procedures, including Social Support Bus policy
- Complete driver induction training, provided by Social Support Group Leader
- Collecting and returning the appropriate vehicle key from the Social Support Office
- Assisting client on to the vehicle and ensuring seat belt is fastened.
- Where applicable, walking frames to be secured inside vehicle.
- Refueling at selected petrol stations using the YCH petrol card provided (& including supplying the odometer reading to the attendant), recording mileage and communicating any other relevant information to the appropriate person in a timely manner.
- Volunteer Drivers must also supply a current driver’s licence, including any special licenses annually.
- They must also satisfactorily complete a Fitness to Drive check as part of their recruitment process, and must supply one annually at the start of each year thereafter.
- Volunteer Drivers are required to notify YCH as soon as possible after a license is lost, suspended or limited in any way.
- Hours required – 9.00am - 10.30am and 2.00pm – 3.30pm

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### Key Selection Criteria

- A commitment and willingness to undertake a volunteer role.
- A current driver's license / Special license
- Basic organisational and communication skills
- An open, caring and non judgmental approach to others
- Ability to work within a team

### Desirable Attributes

- An understanding of multicultural and diverse communities

### Time Commitment

- The position requires the volunteer to attend once a week. Hours required – 9.00am - 10.30am and 2.00pm – 3.30pm

### OCCUPATIONAL HEALTH & SAFETY (OHS)

All Volunteers are expected to contribute to ensuring a safe workplace for themselves, clients, visitors, staff and fellow volunteers

### CONFIDENTIALITY

Volunteers are expected to maintain staff, client and fellow volunteer confidentiality at all times.

### TRAINING


All Volunteers are expected to participate in Your Community Health Volunteer Induction and Orientation training, and other training as appropriate and available.

### Condition of Appointment

- Current Driver's License
- Current satisfactory Police Check
- A current Working with Children's Check
- A current Fit to Drive Check
- The service operates a smoke free environment
- The service is an Equal Opportunity employer
- The service has a zero tolerance to negative and bullying behavior

### GENERAL

Management, in consultation with the volunteer, reserves the right to modify this position description when required.

 <b>your</b> COMMUNITY HEALTH	Your Community Health (Previously Called Darebin Community Health)	Page 4 of 4
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Your Community Health requires declarations and personal information relevant to volunteering with Your Community Health. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000

I acknowledge and agree that I have read and understood the content of the above volunteer position description of my current role and that I will carry out my responsibilities and duties to the best of my abilities at all times.

Volunteers Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (please print)

Staff Supervisor: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager Community **Elizabeth Chondros** Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 and Service Development