

Position Title	Social Support Driver
Responsible to	Manager Social Support Services and /or Senior Manager Social Support Services and Transport

The key duties, expected outputs and outcomes for this position **may include:**

BUS DRIVING

Support to Clients (Direct Services)	
Duties	Frequency
<ul style="list-style-type: none"> • Transport clients safely to and from Umbrella premises and other specified locations. This includes adhering to the legal speed limits and road rules and ensuring all clients have safety belts on correctly. • Ensure clients are safely in their homes before leaving. • Provide all clients with courteous and professional service. • Assist clients with entering or exiting vehicles. • Carry out checks to ensure the vehicles are safe and road-worthy. • Report any vehicle damages, identified faults and repairs that may be required to the management. • Ensure the vehicles remain clean and functional both inside and out. • Ensure all mobility aids and/or equipment is safely stored or secured during transportation. • Ensure the vehicle has adequate fuel for the planned activity or outing. Collect fuel and oil receipts and complete the Fuel Transaction Form and weekly Mileage Form. • Ensure the vehicles are safely garaged (at the specified venue) when not in use. <p><i>(It is a condition of Employment that the any driver of vehicles agrees to be subject to any random breath or drug tests as deemed required by Umbrella)</i></p>	As per care plan or as required.

ALL POSITIONS

<p>Client health and Well-being</p> <ul style="list-style-type: none"> • Monitor client’s health and well-being • Notify supervisor, coordinator or management of any change in the client’s health or welfare. • Identify opportunities to improve client’s well-being. • Apply Wellness based principles in all duties. 	<p align="center">Frequency</p> <p>As per care plan or as required.</p>
<p>Administration</p> <p>Social Support Programs</p> <ul style="list-style-type: none"> • Collect client fees and receipt client fees under direction of supervisor. • Complete fee collection form and give to Manager or Senior Manager of social support programs. • Complete timesheets and mileage forms and submit to the Manager or Senior Manager of Social Support programs for authorisation every pay fortnight. • Complete notes and reports on clients if required. 	<p align="center">Frequency</p> <p>Regularly and as per Program requirements or as directed by management.</p>
<p>Other Duties</p> <ul style="list-style-type: none"> • Promote safe working environment and work within OSH guidelines. • Promote positive aging, dignity, independence and wellness principles in all activities and programs. • Support other staff and volunteers with duties. • Attend a minimum of 3 of the 5 support workers staff meetings scheduled in a calendar year. A calendar year is January – December of any given year. • Participate in Umbrella’s mandatory training 3 times a year. • Attend an annual appraisal meeting with management. • Adhere to Umbrella Policies and Procedures. • Maintain client and organisational confidentiality. • Other duties as required or directed that contribute to the delivery of services of the organisation. 	<p align="center">Frequency</p> <p>Regularly and as per Program requirements or as directed by management.</p>

Position description agreed by employee

Name:	
Signature:	
Date:	