

Position Description

Role: Volunteer Driver - Newtown

Department: Newtown Day Hospice

Date: July 2021

This job description is designed to give an indication of the types of work and performance expected of the job holder. It does not provide an exhaustive list of duties or performance standards, and the job holder agrees to undertake any other tasks that are consistent with the position and with the provisions of quality service to Mary Potter Hospice patients and their families and whānau. In order to meet the changing needs of Mary Potter Hospice, this job description may require change from time to time.

Overview of the role

To provide safe transport for Hospice patients to and from the Day Hospice and their homes and helping with transport on outings.

Scope

Reports to: Day Programme Co-ordinator

Location: 48 Mein Street, Newtown

Hours: Wednesdays Weekly/ Fortnightly or Monthly 9.15 am to 10.00 am and/or 2.00pm to 2.45pm

Key Competencies

To be successful in this role you must be able to demonstrate the following skills and competencies:

- Ability to communicate with and build relationships with patients
- Be caring and understanding
- Ensure the safety and wellbeing of patients at all times.
- Adhere to safe manual handling practices including when handling wheelchairs and walkers and when transferring patients

Key Tasks

- Drive patients to and from the Day Hospice and their home
- Assist with transport for outings
- Assist patients with walkers, wheelchairs etc. when transferring to and from the vehicle, their home and the Hospice
- Inform staff of any observations or concerns noted during the journey to and from the Hospice

Health and Safety *(all roles have a H&S component, some more detailed than others. The tasks here are the minimum expected of all roles)*

- Practise within Mary Potter Hospice health and safety policies and procedures outlined in the Health and Safety Policy Manual
- Report all identified hazards, incidents (including near-misses) and accidents
- Participate in mandatory health and safety training as required

Outputs/expected results/Key performance indicators

- Volunteer Driver training, orientation and Manual Handling training has been completed and protocols are adhered to
- Patients are collected and transported in a timely manner
- Patients feel safe

Outcomes

- Positive feedback is received from patients
- Health and safety practices are adhered to
- Mary Potter Hospice is a safe and healthy place to work

Person Specification

- A clean and full Driver's Licence

- Have good health and an adequate level of physical strength and stamina to safely carry out the physical demands of the role
- Ability to build and maintain professional relationships
- Maintain confidentiality
- High level of integrity

Signed: Date:
(Job Holder)

Signed: Date:
(Director)

Job Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

Our approach

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.