

## Position Description

**Role:** Volunteer Driver Newtown

**Reporting to:** Day Programme Co-ordinator

**Hours:** Tuesdays - Weekly/Fortnightly or Monthly  
9.15am to 10.00am and/or 2.00pm to 2.45pm

**Location:** 48 Mein Street, Newtown

**Date Prepared:** August 2022

### Purpose of the role

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

### 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

- Carry out all activities within the guidelines set out by Mary Potter Hospice's Health & Safety policies and procedures
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with staff as required
- Identify, minimise and report risks

### Key Competencies

- Have good interpersonal and communication skills
- Be sensitive, tolerant and compassionate
- Be able to ensure the safety and wellbeing of patients at all times
- Have good health and physical strength to carry out the physical demands of the role
- Be able to adhere to safe manual handling practices including when handling wheelchairs and walkers and when transferring patients
- Have a clean, full current driver's licence

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

(Job Holder)

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

(Director)

## **Appendix**

### **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 values**

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

Please refer to our code of conduct for more detailed information on our vision, values and approach

