

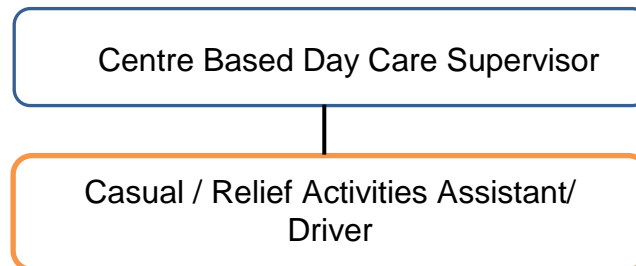
HR PD - – Casual/ Relief Activities Assistant / Driver

- Position identification

Position number			
Classification	Level		
Position title	Casual Activities Assistant/ Driver		
Directorate	Chief Executive Officer		
Business unit	Community Services		
Service area	Commonwealth Home Support – Town of East Fremantle Neighbourhood Link		
Location	Tricolore Community Centre		
Agreement	Local Government Award		
Status	Casual / Relief		
FTE		Hours p/week	
Position created		Last review	

- Reporting relationship

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- Corporate key performance areas outlined in:

- Strategic Community Plan
- Corporate Business plan
- Performance appraisal action plan

- Primary objective(s) of the position

- To assist with providing a safe and reliable transport service to Town of East Fremantle Neighbourhood Link service users.
- Provide support to the Centre Base Day Care supervisor in relation to activities undertaken at the CBRC.

• Competencies

- | | |
|---|---|
| <ul style="list-style-type: none">• Customer service• Work Habits• Self-management• Time Management• Interpersonal Skills | <ul style="list-style-type: none">• Quality of Work• Professionalism• Teamwork• Communication• Initiative |
|---|---|

• Duties

- Responsible for completing an accurate passenger pickup/drop off schedule when required.
- Ensure the safety and well-being of passengers being transported to and from the program and on field trips, as scheduled.
- Collection of pre-cooked client's meals from external venue and deliver to centre as required.
- Complete a daily check of oil/water, reporting any conditions of concern to the supervisor for immediate action/assessment as required.
- Ensure the mobile phone is in proper working order before each trip.
- Complete the vehicle log book daily as required.
- Operate Vehicle in accordance with road safety and parking regulations.
- Adhere to all relevant procedures in relation to client safety.
- Assist with duties for the physical and emotional care and comfort of clients for (e.g. toileting meal time assistance, personal cleanliness and talking/listening).
- Assist with the implementation of social and mentally stimulating activities that promote Wellness.
- Assist with the implementation of programs which maintain the personal dignity and independence of each client.
- Liaise with the supervisor/activities support officer on the continuing assessment of client needs.
- Adhere to the guidelines and of Occupational Health Safety and Welfare Legislation, and all policies and procedures of the Town Of East Fremantle.
- Understand all emergency procedures to ensure client safety. Perform other duties as directed when appropriate to the scope and level of this position

- Selection criteria (skills, knowledge and experience)
- Essential

- Working Knowledge of Community Care Common Standards
- Excellent organisation and time management skills
- Previous experience with aged or disabled clients, particularly those with dementia.
- Excellent Communication skills (verbal, listening, body language)
- An energetic personality with the strength and stamina to assist with physical supports of clients.
- Proven experience in working in a team.
- A current Basic First Aid Certificate.
- A recent certification of police clearance.
- A current 'CA' or higher class driver's licence
- A current 'F' endorsed licence.

- Desirable

- A current 'LR' or higher driver's licence
- Certificate 3 in community services or above.

- Other specific details of the position

Extent of authority	This position operates under specific direction within limits of Town policy and relevant legislative constraints.		
Position has purchasing authority in line with procedure	Yes	No	X

- Certification

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature _____ Date _____

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature

Date
