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## Driver

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<b>Position Title:</b>	Driver
<b>Reporting to:</b>	Field Team Manager
<b>Locations:</b>	Flaxton, Maleny, Nambour & Gympie
<b>Status:</b>	Casual

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### The Organisation

Blackall Range Care Group Ltd. is a not-for-profit organisation that provides high quality aged care and disability services in the Sunshine Coast region. Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Day Centre
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

### Functions of the Role

To transport clients to and from destinations as required, using BRCG transport vehicles, or if necessary, the driver's own vehicle. Drivers are to provide any required assistance to the client either with mobility issues, entering and exiting the vehicle, or finding their way to their exact destination.

### Roles and Responsibilities

#### Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct.
- Shows commitment to ongoing skill development by participating in training and development activities.
- Represents the organisation as the first point of contact via a range of communication methods.
- Demonstrates confidentiality and diversity awareness.
- Participates as a respectful team member contributing to a harmonious workplace.
- Takes on board, accommodates and accepts feedback.
- Maintain a professional relationship with clients and team members and possess high levels of trust, honesty, respect and integrity.
- Supports clients to *Live Their Best Life*.

### **Duties and Tasks**

- Take clients to and from medical appointments, shopping and business appointments as arranged by the Scheduler.
- Provide any required assistance to the client either with mobility issues, entering and exiting the vehicle, or finding their way to their exact destination.
- Where possible familiarise yourself with possible destinations such as hospitals and specialist rooms.
- Building positive rapport with clients.
- Cleaning of vehicles when required.
- Completion of daily vehicle inspection sheet.
- Meal delivery runs for RC 'Freeze and Heat' meals.
- Reporting to client's Service Co-ordinator deterioration of client's health or other issues of concern

### **Key Relationships**

- Reports to the Field Team Manager.
- Liaises with other professional staff when necessary.

### **Key Selection Criteria**

- Ability to meet the requirements of Criminal History screening procedures.
- Current Driver's Licence.
- Experience in care of aged people and/or people with a disability desirable.
- Efficient communication, comprehension and interpersonal skills
- Be a team player with strong work ethic.
- Ability to work unsupervised.
- Strong time management and organisation skills.
- A sound knowledge of passenger transport regulations.