



**FLEXI CARE INC.  
P O BOX 2340  
MANSFIELD DC QLD 4122**

*“Quality Flexible Care Supporting Lifestyle Choices”*

## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>SOCIAL FUNCTIONS ASSISTANT VOLUNTEER PROGRAM</b>
<b>LOCATION:</b>	<b>FLEXI CARE INC. 1/16 Dividend Street Mansfield Qld 4122</b>
<b>CLASSIFICATION:</b>	<b>VOLUNTEER</b>

### **ROLE:**

To provide support for clients of Flexi Care Inc on Social Outings as agreed to on care plan and in accordance with the agreement signed by client and the volunteer. This may include assisting with the provision of transport for clients prior to and after the social outing.

### **SPECIFIC DUTIES:**

1. Collecting client from home and transporting to the agreed venue, if required
2. Assisting client into and out of vehicle
3. Ensuring client is safe whilst in vehicle i.e.: wearing seatbelt, mobility aids are properly stored, adherence to road rules and speed limits
4. Support and participate in social outing with clients, assisting with meals, social interaction, short walks at venue, assisting to toilet etc.
5. Ensuring client is safe in all situations e.g. handbag secure, identifying hazards
6. Listening
7. Conversation
8. Taking client home again after outing, if required and ensuring client has safely entered place of residence.
9. To work within the philosophy, mission and values of Flexi Care Inc. and to comply with the principles, policies and procedures, specifically in relation to the Code of Conduct and Duty of Care for employees and volunteers of Flexi Care Inc.
10. Volunteers are accountable to the Volunteer Coordinator and responsible to the Manager.

### **QUALIFICATIONS & EXPERIENCE:**

- No particular qualifications are required. Any qualifications and prior learning may be considered in the allocation of duties, if mutually agreed by the volunteer and the Volunteer Coordinator.
- No previous experience is required. Life experience will be taken into consideration in the allocation of duties, if mutually agreed by the volunteer and the Volunteer Coordinator.

### **SKILLS, ABILITIES & ATTRIBUTES:**

- Well developed interpersonal skills especially in conversation and listening
- Manual handling techniques or an ability to acquire these skills within a specified time frame
- Ability to work independently with minimal supervision
- Reliability
- Flexibility
- Friendly and caring personality
- Ability to relate to a variety of people from a range of backgrounds
- Genuine empathy and understanding of older people and people with a disability
- Ability to maintain confidentiality

### **SPECIAL & MANDATORY REQUIREMENTS:**

- To complete mandatory orientation and training activities at the required level of competency and attend annual updates of mandatory training;
- To adhere to Health & Safety regulations;
- To participate in supervision and performance reviews annually or as required;
- Involvement in ongoing training;
- Possession of a current Australian drivers licence is mandatory (if applicable)
- Possession of a roadworthy vehicle with current registration and insurance (if applicable); or
  - Taxi vouchers (client or Flexi Care Inc)
- To provide a regular activity report;
- An awareness and vigilance regarding safety issues for client and self;
- Possession of a current First Aid Certificate is desirable;
- A National Police check is mandatory.

#### **Please note:**

- Mileage costs will be reimbursed by Flexi Care Inc, if the volunteer wishes to make a claim.
- Mileage claims will be paid on receipt of a completed mileage claim form and provided the trips have been approved by the Volunteer Co-ordinator prior to the journey.

**\*\*Flexi Care Inc DOES NOT insure private vehicles and therefore does not cover damage to your vehicle or to other property damaged by you in a motor vehicle accident. It is recommended that the volunteer advises their own insurance company of their intention to provide transport on a voluntary basis.**

**\*\* Flexi Care Inc does provide insurance cover for Personal Accident whilst on duty and for Public Liability.**