

CANTERBURY CITY COMMUNITY CENTRE
Social Support Group

Position Description

POSITION TITLE: Bus Assistant

RESPONSIBLE TO: Centre Based Day Care Co-ordinator

RATE OF PAY: Voluntary

HOURS: Thursdays or Tuesdays, 8.45am. to 2.30pm.

FUNCTIONAL STATEMENT:

To assist in the provision of a weekly Centre Based Day Care program for frail aged, people with a disability and their carers.

STATEMENT OF DUTIES

- To understand the purpose and goals of the Centre Based Day Care program, Canterbury City Community Centre and to work with others to achieve them.
- To participate in training as required
- To participate in planning for activities and setting goals
- To observe the Code of Behaviour and all policies and procedures of the organisation
- To travel on the community bus in between the Centre and Service Users' homes in order to:
 - Place the step at the bus door to make entry/exit to the bus easier
 - Provide assistance, if required, to service users in alighting or entering the bus
 - Assist clients with walking frames to safely store their frames on the bus
 - Ensure all seat belts, where available, are fastened
 - Comply with safety directions of the Co-ordinator or Bus Driver
- To be aware of individual requirements of Service Users as advised by the Co-ordinator
- To provide general assistance on outings as requested by the Co-ordinator
- To advise any concerns regarding any change observed in the health (psychological, physical, emotional), welfare or safety of Service Users, to the Co-ordinator or Executive Officer, Aged & Disability Support Services
- To provide social support on a one to one basis with clients, when need identified.
- To follow Canterbury City Community Centre procedures if the Client does not answer the door when the bus arrives to collect them.

Volunteer Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____