

Position:	Bus Driver / Support Worker
Classification:	Passenger Vehicle Transportation Award 2020, Grade 3
Hours:	28 hours per week
Responsible to:	Social Inclusion and Wellness Coordinator

This will be a rewarding role for a friendly and energetic person who can make a real difference to the lives of older residents in the Inner West and South West Sydney.

Canterbury City Community Centre is a values-driven, medium sized not for profit organisation with a 50-year history. It offers flexible and responsive support to staff and volunteers. The organisation receives State and Federal funding to run a range of services and programs and has a direct connection to the community and is based in Lakemba.

Reporting & Organisational Context

The Bus Driver/Support Worker is responsible to the Social Inclusion and Wellness Coordinator and will support the team at the group activities in addition to bus driving and related fleet duties. Volunteers will support the Bus Driver/Support Worker on the bus runs providing assistance to consumers as they enter and leave the bus.

Position Objective

To provide a safe, secure, door to door transport service for Social Inclusion consumers.

The work of the Bus Driver/Support Worker forms part of support provided to assist consumers to live in their own homes in a way that maintains their dignity and promotes their independence.

To support the Social Inclusion and Wellness staff and volunteers to ensure consumers participate and engage in planned group activities.

To ensure the Toyota Coaster Bus is maintained and complies with relevant legislative and other statutory requirements.

To ensure that individual goals and care plans are met through delivering a Consumer Directed Care service which promotes wellness and reablement.

Adherence to legislative framework and Canterbury City Community Centres policies and procedures

Knowledge, Skills and Experience

Essential Criteria:

- Light Rigid Drivers Licence/Bus Driver Authority Card along with an exemplary driving record

- Good knowledge of the operating area (Canterbury Bankstown and the Inner West)
- Ability to work independently with minimal supervision and collaboratively in a team based work environment.
- Appreciation and enjoyment in working with older people
- Patient, supportive and non-judgemental with sound interpersonal skills
- Good time- management skills and administrative skills
- Punctual, reliable, and committed to delivering high quality services
- First Aid Certificate, Manual Handling skills or willingness to obtain
- Capacity to communicate electronically including mobile phone and email
- Reasonable level of fitness to undertake work of a physical nature (as detailed in the duties of the role)

Desirable Criteria:

- Cross cultural skills and ability to understand and deliver services to older people (some of whom are frail) and those with additional needs
- Community language
- Experience and understanding of the needs of people with dementia

Principle Duties

Job Demands

Physical capabilities are required to meet the demands of the job and tasks undertaken. The job may require the manual handling and use of the wheelchair hoist and undertaking tasks that require a minimum level of fitness. The physical capabilities include, but are not limited by: -

- Bending
- Kneeling
- Squatting
- Occasional awkward postures (i.e., accessing seat belts on the fold-down seats)

Potentially dealing with challenging situations involving passengers requiring intervention from other services i.e., police, ambulance, emergency services, etc.

Principle Tasks

- Assisting consumers with transport to and from social activities.
- Ability to plan ahead, route preparation and ability to keep on schedule in an area that is subject to high levels of traffic congestion, major arterial routes and traffic calming devices.
- Assisting consumers on and off the bus and ensuring permission is granted prior to providing assistance (in the absence of volunteers)
- Assisting with day to day running of day centre activities
- Assist consumers meet other goals as determined in their care plan
- Coordinate and ensure compliance with vehicle legislative requirements of centre vehicles (utes, sedan and Toyota Coaster) – including insurance, registration, servicing and cleaning through electronic reminder system.

Work Health and Safety

- Complete daily vehicle inspection checklists and reporting requirements
- Comply with WHS legislation, policies, procedures and directions
- Adopt safe work practices that comply with WHS requirements
- To participate in providing a safe working environment for staff

Other

- Commitment to the Charter of Rights and Responsibilities for Aged Care Consumers
- All employees at Canterbury City Community Centre are required to successfully complete a criminal records check
- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's Policy & Procedure manual.
- Operate in a structured operating environment that is subject to established policies, procedures and practices underpinned by statutory requirements.

X

Employee's Signature

X

Date

X

Employee's Name

X

CEO's Signature

X

Date

X

CEO's Name