



Position Description

PART TIME ENLIVEN DRIVER

Department: Enliven

Reports to: Enliven Team Leader

Responsible to: Linwood, Harakeke Day Programme

Direct Reports: NA

ROLE DESCRIPTION

The purpose of the Day Programme Driver role is to provide safe and comfortable transport to clients between their homes and Enliven Services.

Key Relationships	Purpose of interaction
Internal Team Leader Other Enliven employees Volunteers	Support & Communication Support, communication and coordination Communication
External Clients	Transportation & Communication

KEY ACCOUNTABILITIES AND EXPECTED PERFORMANCE OUTCOMES

Key Accountabilities	Expected Performance Outcomes
1. Coordination of pick up and drop off for clients of the Enliven Services	• Consult, as required, regarding any updates to the clients list and details that may affect the route taken. • Route is planned to take into account the individual needs of clients and carers. Some routes may need adjusting to cater for client's needs as instructed by the team leader/coordinator • Liaison with other drivers or volunteers as required.
2. Ensure safety and comfort of clients at all times during transportation	• Seating of members is appropriate to their needs and place in the pick-up or drop off route • Road safety rules are adhered to at all times. • Any concerns regarding clients or carers are referred to the relevant person • Assistance may be needed for individual clients accessing the steps, any walking equipment and being safely seated.
3. Carry out administrative and support duties relevant to the position or as instructed	• Administrative duties that support the functioning of this service will be carried out including ○ completion of the vehicle logbook, ○ refuelling, ○ ensuring the vehicle is clean and tidy ○ transporting the vehicle to be more fully cleaned or serviced. ○ The team leader is notified of any purchases, maintenance or R.U.C. required • When requested attend staff meeting and when required (If outside of normal hours, attendance will be paid at standard hourly rates, and notice will be given in advance) • Where time permits, this role will attend to other allocated tasks relevant on the day to support the smooth running of the Enliven Programmes including helping with lunch, running errands, general maintenance, helping with activities etc.
4. Actively contributes to the sustainability of PSUSI services	• Protects and promotes the PSUSI brand to ensure a positive reputation in the community • Is supportive of and actively contributes to fundraising and marketing initiatives where required, such as providing client stories to the Business Development Team.
5. Volunteer Support	• Supports the safety and wellbeing of volunteers working in your team • Ensures volunteers duties and tasks are carried out in a safe and appropriate manner when working alongside them. Any specific issues should be raised with the Team Leader

	Ensures professionalism and respect in all interactions with PSUSI volunteers
6. Stays up-to-date with advancements in field and has a focus on professional development	- Professional development opportunities are sought proactively for self - Development requirements are signalled in advance to line manager for approval - Competence and skill level is maintained to perform role to highest ability - Maintains a good understanding of current best practice in field of work and adapts accordingly and actively engages with updates of policies and procedures of PSUSI. - When requested prepare for and attend a 1-2-1 coaching session
7. To continue to develop cultural practices which are inclusive of Maori cultural concepts, values, beliefs and practices, including commitment to the ongoing usage of Te Reo Maori.	- Continued commitment to the development and achievement of PSUSI's cultural framework, Te Rauemi Atawhai - Where appropriate seeks assistance on cultural matters either internally or externally - Where appropriate, combines the value of our Māori partners to ensure the under-served in our community have their needs met across social, cultural and economic sectors.
8. Actively participates and contributes to Health, Safety & Wellbeing in the workplace.	- Ensures that a safe and healthy working environment is always maintained - Actively contributes to a safety and wellbeing conscious culture and attend H&S meetings as required. - Complies with Health and Safety policies, regulations and legislation - Takes responsibility for own health and safety and ensures no action or inaction harms others in the workplace - Is aware and can identify hazards to which the organisation may be exposed and takes appropriate action accordingly - Has knowledge and is able to apply emergency procedures as required
9. Attends to other duties as required	Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of this position. Duties and responsibilities can be amended from time to time by Presbyterian Support Upper South Island.

PERSON SPECIFICATION

Qualifications

essential	Desirable
• Clean full Driver's license (P License endorsement Mandatory)	

Knowledge & Experience

Essential	Desirable
• Demonstrated experience in safely driving larger vehicles and transporting passengers. • Demonstrated ability to respect and adheres to confidentiality and professional boundaries	• Sound computer skills including the use of email, internet and general computer functions • Demonstrated experience working with older people and an empathy and understanding of the challenges facing this group

Skills and Personal Attributes:

- Motivated and enthusiastic to make a difference
- Able to take responsibility, show initiative and is punctual and self-motivated
- Ability to manage confidential information with responsibility and integrity
- Ability to manage stress and handle emotional situations while retaining empathy
- Excellent interpersonal skills – ability to build rapport with clients, carers and colleagues
- A commitment to high quality of work and professionalism
- Commitment to the mission and values of Presbyterian Support Upper South Island
- Openness to and enjoyment of differences in values, beliefs and cultural practices
- Understanding of the principles of the Treaty of Waitangi