



VIETNAMESE AGED CARE VOLUNTEER JOB DESCRIPTION

Job Title:

- Bus driver

The purpose of the Aged Care Volunteer:

- To complement the Vietnamese Aged Care Manager/staff providing services for clients.

Key responsibility:

- Transport clients to and from group programs
- Assisting low-vision groups

Requirement:

Police Clearance Certificate

Estimate hours of work:

- Depending on the needs

Tasks:

- Transport clients using the community bus
- Keep the Community bus clean

Supervision and co-ordination of volunteer:

The Vietnamese Aged Care Manager/staff provide instructions and guidance to individual volunteers. The supervisor is responsible for providing:

- A comprehensive induction program.
- Training and on-going support for the position.
- A personal reference if you have volunteered for a minimum of 30 hours.
- Tasks and equipments for volunteers, and training and technical advice in Aged Care Service and safe work practices.

Desirable Qualifications, Skills and Attributes:

- To act in the best interests of Vietnamese Community in Australia / SA Chapter Inc.
- An interest in Aged care service. No experience in aged care service is necessary.
- A desire to expand one's knowledge and skills related to aged care service

- Willing to work as part of a team.

The benefits to Vietnamese Aged Care Volunteers

- Working in an environment where volunteer is treated fairly and with respect
- On-site training and skills gained in aged care service.
- Training workshops provided about aged care service topics.
- Opportunities to meet like-minded people.
- Links established with Vietnamese Community staff and other volunteers.

Out of pocket expenses

- Reimbursement for travel and other agreed cost incurred as a volunteer.

Insurance cover

- Provide adequate insurance cover while volunteer is undertaking voluntary work approved and authorized by the Vietnamese Community.

Enquiries

- Phone the Aged Care Manager on (08) 8447 8821.
- The Aged Care Manager will be happy to discuss any issues that arise in your time as a volunteer.