

JOB DESCRIPTION

Job Title	Casual Driver
Reports to	Program Operations Manager
Hours of Work	Casual hours as agreed between POM and casual staff member
<p>Key objectives of role:</p> <ul style="list-style-type: none"> - Drive clients to external 12-step meeting - Ensure clients attend the entire meeting - Provide general supervision and ensure the rules are upheld during these hours - Attend to clients who require additional support 	
<p>Key Responsibilities and Tasks:</p> <ul style="list-style-type: none"> - Drive clients to external 12-step meeting - Ensure clients attend the entire meeting - Provide general supervision and ensure the rules are upheld during these hours - Attend to clients who require additional support - Complete verbal handover on return of driving shift to RN in charge highlighting: <ol style="list-style-type: none"> 1. Client engagement with meeting, compliance with rules 2. Any other significant information 	
<p>Standard organisational wide responsibilities:</p> <ul style="list-style-type: none"> - To participate in the SPP Quality Improvement Program, the SPP Workplace, Health and Safety Program, and the Risk Management Program as per policy and NSQHS requirements - To meet all staff learning and development requirements as specified by SPP Policy and NSQHS requirements - To conduct all practices with economic efficiency - To integrate the values, mission and culture of SPP into all aspects of professional practice 	
<p>Qualifications/experience/personal attributes:</p> <ul style="list-style-type: none"> - 1 year relevant work experience preferable - Personal 12-step Recovery - Tertiary qualification in mental health or welfare service preferable but non-essential - Reliable and flexible 	
<p>Standard requirements:</p> <ul style="list-style-type: none"> - Professional integrity, adherence to a professional code of ethics and confidentiality requirements as per SPP policy and NSQHS requirements - Strong interpersonal communication skills and professional boundaries - Ability to work in a multidisciplinary team environment effectively, respecting difference and diversity 	
<p>Key Competencies / Skills:</p> <ul style="list-style-type: none"> - Knowledge of 12 Step Model 	

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Key performance indicators for this role:

- Support client retention by adhering to relevant policy and procedures
- Participate in QI activities as required
- Attendance of a minimum of 6 12-Step Fellowship Meetings per year