

# Cancer Council Tasmania

## Volunteer Position Description

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<b>Position Title:</b>	Volunteer transport2treatment (t2t) Driver
<b>Department:</b>	Corporate Services
<b>Location:</b>	Hobart, Launceston, Devonport, Burnie and Circular Head
<b>Status - Hours of Work:</b>	Volunteer - various/as required
<b>Reports to:</b>	Transport Officer
<b>Late Review Date:</b>	June 2018

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### *Key Purpose of the Volunteer Role*

This role's key purpose is safely transporting Cancer Council Tasmania's (CCT) clients to and from medical appointments. Volunteers use CCT provided vehicles to transport clients.

### *Our Organisation*

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease.

CCT's vision is for a cancer free future. Our mission is to minimise the incidence and impact of cancer on all Tasmanians. The values underpinning our work are; *generosity, integrity, collaboration, courage and innovation.*

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### *Volunteer Role Responsibilities*

The Volunteer t2t Driver is responsible for using a CCT company vehicle to provide a safe, supportive, flexible and professional transport service for clients with cancer and their caregivers travelling to access treatment and requiring assistance.

The primary responsibilities are:

- drive clients to and from cancer related medical appointments
- maintain a current drivers licence and keep a safe driving record
- liaise closely with Transport Officer concerning availability and scheduling
- verify transport times with clients the day before appointment scheduled
- punctuality and dependability

- maintain client confidentiality
- display sensitivity to the emotional and physical symptoms of people impacted by cancer
- report immediately to Transport Officer any incidents, accidents or concerns
- ensure cars are kept clean and tidy
- attend mandatory training

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### *Position Requirements*

- agree to undergo a Police Check - all volunteers are required to undertake a Police Check to volunteer with CCT
- hold a valid driver's licence and a safe driving record
- at least 10 years' experience as a driver and over the age of 26 years (for insurance purposes)
- well-developed communication skills, including the ability to listen, display empathy and demonstrate consideration to client's needs
- reliability, keeps commitments
- neat and tidily presented
- willingness to undergo training and orientation as required
- able to take direction and willing to work within CCT and WHS guidelines

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### *Selection Criteria*

The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the voluntary role.

1. neat and tidily presented
2. willingness to undergo training and orientation as required
3. ability to demonstrate the values of CCT through their own behavior, demonstrating a commitment of our values and make a positive contribution to positive team and workplace practices
4. personal experience with cancer is preferred but not required; either having had cancer themselves or having been involved in the close care and support of an individual with a cancer diagnosis
5. works well with a wide range of people from diverse backgrounds
6. demonstrates a non-judgmental attitude
7. demonstrates reliability, dependability and flexibility
8. knowledge of CCT, or ability to acquire some knowledge
9. demonstrated ability to maintain privacy and confidentiality
10. Current driver's license for the duration of the role
11. Confident in communication technology including mobile phone and email.

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### *Benefits*

The Volunteer t2t Driver will have the opportunity to work directly with individuals affected by cancer in a supportive work environment. The volunteer will have the opportunity to participate in all CCT volunteer activities: educational, social and informational.