


## Position Description Supportive Care Shuttle Driver - Taranaki

Scope of the Position	
<b>Position Title</b>	<b>Shuttle Driver - Taranaki</b>
<b>Reports To</b>	Service Delivery Manager – Supportive Care Chief Executive
<b>Service Directorate</b>	Member – Supportive Care Team Taranaki – Taranaki Centre
<b>Location</b>	This position is based in the Taranaki Centre, however it can be based from other Centre's and some travel to other centres or regions may be required from time to time
<b>Hours</b>	This is a permanent part time position (20 hrs/week) Hours of work are between 8am and 8pm Monday and Friday with some Wednesday and public holiday work required from time to time
<b>Direct Reports</b>	<b>No direct reports</b>
<b>Responsible For</b>	Transporting clients to treatment
<b>Internal Relationships with</b>	Transport Coordinator - Manawatu Other staff and Volunteers of the Taranaki Centre Relief Drivers
<b>External Relationships with</b>	Te Whatu Ora Midcentral Te Whatu Ora Base Taranaki Ozanam House Summerset Retirement Village, Palmerston North

About the Cancer Society	
<b>Our Mission,</b>	<p><b>To reduce the incidence and impact of cancer in New Zealand</b></p> <p><i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy.</i></p>
<b>Our Vision,</b>	<p>To be the leading organisation dedicated to reducing the incidence of cancer and ensuring the best cancer care for everyone in Aotearoa New Zealand</p>
<b>Equity Charter</b>	<p><b>Our Equity Charter guides our approach to our mahi</b></p> <p><b>Te Tiriti o Waitangi</b> – Commitment and application of Te Tiriti o Waitangi is evident throughout the organisation</p> <p><b>Kotahitanga</b> – Everyone is aware of and enabled to address inequities</p> <p><b>Mana Taurite</b> – Equity is embedded in all policies, structures, systems and services</p> <p><b>Matauranga</b> – CSNZ funded research improves equitable cancer outcomes across the continuum for all new Zealanders</p> <p><b>Whaitaua</b> – CSNZ advocacy improves equity outcomes across the continuum for all New Zealanders</p> <p><b>Haepapatanga kit e Hapori</b> – accountability mechanisms are embedded throughout the organisation</p> <p><b>Mahi Arataki</b> – our equity strategies are sustained and responsive to changing equity needs</p> <p><b>Kaitiakitanga</b> – sustainable and eco friendly processes are embedded throughout the organisation</p>
<b>Federation</b>	<p>The Central Districts Division includes the 5 Centre's of Taranaki, Whanganui, Manawatu, Hawke's Bay and Gisborne.</p> <p>It is a part of the Federation of the Cancer Society of New Zealand</p> 

<b>Operating Tasks &amp; Results Areas</b>	
<b>Equity</b>	<ul style="list-style-type: none"> <li>• Recognises and supports the CS commitment to Equity and addressing issues of inequity with Maori and with other disadvantaged communities</li> <li>• Attends and engages with Equity work and encourages staff to do the same</li> </ul>
<b>Attitudes and Behaviors</b>	<ul style="list-style-type: none"> <li>• Excellent communications, written and oral</li> <li>• Good time management and self-motivation, sets goals and priorities and meets timeframes</li> <li>• Rational and systematic approach to tasks and problem solving</li> <li>• Participates in staff activities and supports colleagues, offers help and advice, nurtures employment relationships</li> <li>• Proactively seeks to develop skills and professional development</li> <li>• Have a pleasant nature, be patient and can connect well with people from diverse cultures and backgrounds.</li> <li>• Relate well and show consideration for the needs of cancer patients, their whanau, carers and dependents</li> <li>• Show a special understanding and caring for people under personal stress</li> <li>• Can work autonomously and enjoy being an active member of a team. Are willing to participate in all events to meet the objectives of the Cancer Society</li> <li>• Your values and ethics align closely with those of the Cancer Society and guide your decisions in the absence of precedents</li> <li>• High personal standards, by physically fit, have a neat and tidy appearance</li> </ul>

<b>Service Tasks and Result Areas</b>	
<b>Key Responsibilities and Tasks</b>	<ul style="list-style-type: none"> <li>• In addition to maintaining their driving hours log book as required by law, the driver is expected to record such additional details that the Taranaki Centre may require for reporting, such as total kilometres, distances within trips for various passengers carried and other service specifications</li> <li>• Manage the times and routes of pick-ups and drop-offs so that these are efficient for time and distance, maintain a safety and comfort margin, and best meet the needs of patients and carers travelling on the shuttle</li> <li>• The shuttle should be arriving at Ozanam House 30 minutes before the first appointment and ready to leave on the homeward trip as soon as the last patient returns from the hospital</li> <li>• Be familiar with Palmerston North drop-off and pick-up points at the hospital, Ozanam House and Summerset Retirement Village (and Addis House), as well as comfort stops en-route. The driver must also be, or become familiar with, the Taranaki area and urban areas en-route to Palmerston North</li> <li>• Plan his/her route so that where possible passengers are collected or dropped off directly outside their homes, not across the street</li> <li>• Assist with luggage as necessary</li> <li>• Be aware and empathetic to the special needs of some passengers and respond appropriately</li> </ul>
<b>Vehicle Cleanliness and Maintenance</b>	<ul style="list-style-type: none"> <li>• Must ensure the vehicle is as clean as practicable for passengers. Interior surfaces should be wiped</li> <li>• Is to check the vehicle's interior on arrival in Palmerston North if passengers have been carried and carry out any cleaning necessary</li> <li>• On return from Palmerston North the vehicle should be re-fuelled and cleaned inside and out. How extensive the cleaning on return needs to be will depend on the state of the vehicle. The aim is to have a clean vehicle for passengers, and whoever drives it at any time, and especially have the vehicle clean and fuelled ready for the next trip</li> <li>• Is expected to monitor expiry dates for Road User Charges, Registration and Certificate of Fitness and inform the Shuttle Service Administrator before they expire</li> <li>• Is expected to monitor the mechanical condition of the shuttle vehicles they use and draw any items requiring attention to the notice of the Centre Liaison or Office Administrator</li> </ul>

**Qualifications, Experience, and Employee Attributes**

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Experience,  
Tautohito Tohu**

- Current Driver's Licence with a 'Passenger' Endorsement is highly desirable (or past P Licence Holder with a willingness to gain a P endorsement and meet the criteria)
- Experience driving small passenger vehicles
- Basic mechanical/vehicle maintenance skills would be desirable
- Emergency care (Basic First Aid Certificate) and/or relevant experience required, or willingness to gain a basic First Aid Certificate
- Willingness to work on Public Holidays
- Good computer knowledge and mobile phone skills – email, texting

**Acceptance and Variation**

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society, and will be required for the performance of the position.

Travel to other areas is an essential component of the role and may be monthly/fortnightly/weekly or more often as required to maintain the operations of the Division.

Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_