



# Central Community Health Centre

(Serving: St. Thomas, Central Elgin, Township of Southwold)

## Volunteer Driver

Hours of Work: as scheduled

### **1.0 — Summary of Position**

- 1.1 The Volunteer Driver provides transport in the CCHC vehicles to locations where programs and services are scheduled within the catchment area.
- 1.2 The Volunteer Driver performs basic safety checks, maintenance and record keeping.

### **2.0 — Primary Responsibilities**

- 2.1 Drives the vehicle to designated sites/area, in a safe and courteous manner, arriving on time and complying with all traffic regulations
- 2.2 Maintains a driver's log, and other vehicle checklists; ensures all paperwork is filled out correctly and reports any mechanical issues or necessary repairs
- 2.3 Maintains confidentiality regarding CCHC, its clients and client's information
- 2.4 Reports delays, accidents, or other traffic/transportation situations by telephone as soon as possible
- 2.5 Regulates heating, lighting and ventilation system for employee and client comfort
- 2.6 Provide "helping arm" assistance to riders as needed
- 2.7 Provides CCHC with suitable notice if unable to drive
- 2.8 Notifies CCHC of any traffic violations, personal or on the job
- 2.9 Informs CCHC of changes to personal information i.e. phone number, address, etc.
- 2.10 Greets clients and other visitors to the mobile unit in a friendly and professional manner
- 2.11 Attend any training sessions and volunteer meetings as required

### **3.0 — Accountability**

- 3.1 This position reports to the Director of Operations or their designate.

## **4.0 — Qualifications**

- 4.1 Must possess a valid Class G Ontario Driver's License, with proof of insurance and a clean record for three years minimum
- 4.2 No health conditions that may impair ability to drive safely (vision, hearing, perception, reflexes, certain medications, etc.)
- 4.3 Drivers abstract (updated annually)
- 4.4 Police check
- 4.5 Friendly and welcoming approach and manner when interacting with staff, clients, volunteers and the general public
- 4.6 Punctual, able to remain calm in emergency situations
- 4.7 CPR and First Aid Certification

## **5.0 — Upholding Standards**

### **Organizational Beliefs, Values and the Health Promotion Model**

- 5.1 Knowledgeable about the organization's vision, mission, principles and organizational philosophy, and incorporates these beliefs into everyday work
- 5.2 Works in a manner that incorporates health promotion and recognizes the determinants of health
- 5.3 Understands and respects the process by which the community is involved in decision making
- 5.4 Engages volunteers, participants and/or clients in leadership and/or capacity development opportunities wherever possible
- 5.5 Works to reduce barriers to access (e.g. transportation, childcare, hours of service, etc.)
- 5.6 Ensures that use of personal information acquired in the line of duty complies with CCHC's privacy policies.

### **Organizational Excellence**

- 5.7 Provides a welcoming and supportive environment for participants and individuals served
- 5.8 Acts with professionalism and courtesy toward participants and individuals served by the CCHC, the general public and other staff members
- 5.9 Works in a manner that preserves, maintains and respects confidentiality of participants, volunteers, clients and staff information
- 5.10 Respects and values the diversity of communities and individuals
- 5.11 Contributes to the development and promotion of CCHC in St. Thomas, Central Elgin and Township of Southwold

- 5.12 Maintains and develops professional competence through appropriate continuing education and/or professional development.
- 5.13 Works in a manner that meets all Health and Safety requirements, to ensure a healthy and safe workplace
- 5.14 Takes and maintains required training (e.g. WHMIS, First Aid).

**Organizational Duties and Responsibilities**

- 5.15 Works in a manner that promotes and maintains the reputation of the organization and minimizes risk of harm and/or liability to the organization
- 5.16 Works in a manner that complies with the organization's Personnel Policies and Practices
- 5.17 Contributes to the organization's endeavours to collect, analyze and report on data, and participate in research
- 5.18 Contributes to the organization's efforts to secure and maximize resources for current and new programs, services and activities
- 5.19 Performs other duties that support the mission/mandate of the organization, as assigned by the Chief Executive Officer or his/her designate.