

ST HELENA HOSPICE

VOLUNTEER ROLE DESCRIPTION

<u>Role Title:</u>	Volunteer Driver
<u>Reporting to:</u>	Transport Co-ordinator Joan Tomkin Centre or Tendring Centre
<u>Principal Function:</u>	Transport patients to and from home to the Centre, at times specified by the Transport Co-ordinator. Ensure a safe and comfortable journey. Maintain confidentiality at all times.
<u>Duties:</u>	<ul style="list-style-type: none">• Read and understand guidance notes issued with new Driver's pack.• The identified Transport Co-ordinator will liaise with drivers to arrange transport for patients attending the Day Centre, specifying collection and return trip times.• Maintain up to date records in relation to mileage claims, and submit those claims on a monthly basis.• Attend meetings and training organised for all drivers.• Liaise with the Day Service Nursing team regarding all patient related matters.• Be prepared to undertake occasional journeys to/from Hospital appointments/other venues with patients, only in liaison with the relevant Nursing team.
<u>Location:</u>	Myland Hall Inpatient Unit, Barncroft Close, Highwoods, Colchester. Tendring Centre, Jackson Road Clacton
<u>Days / Hours:</u>	Monday to Friday
<u>Training:</u>	Full training will be provided which will include Manual Handling, Health and Safety.
<u>Qualifications, knowledge & experience:</u>	Full Driving Licence

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Personal Qualities:

Reliable, conscientious, sense of humour.

Statement:

All volunteers must be sympathetic to, and be able to project, the philosophy and vision of the Hospice

Contact:

Transport Co-ordinator – (01206) 845566 / (01255) 221222