

VOLUNTEER SERVICES POSITION DESCRIPTION

PROGRAM:	Support Services
VOLUNTEER POSITION	Medical Transportation Driver
Intent of Program	To provide assistance and transportation for seniors to and from their medical appointments.
Duties	<ul style="list-style-type: none"> • Arrive at client's home as scheduled. • Enter client's home to give necessary mobility assistance from home to vehicle. • Engage in conversation with client. • Accompany client to the physician/specialist office to assist with mobility. • Remain in office until appointment finishes. • Drive client back home, assist with mobility as necessary. • Maintain and submit mileage/parking sheets. • Report any issues/concerns to Supervisor Support Services.
Qualifications	<ul style="list-style-type: none"> • Competent navigator and driver • Ability to understand and be understood in English. • Good Interpersonal Skills: friendly, outgoing, courteous, patient. • Ability to work independently. • Capacity to maintain confidentiality. • Able to communicate in a clear and effective manner. • Punctual and reliable. • Able to lift walker and/or foldable transport wheelchair into trunk of car.
Requirements	<ul style="list-style-type: none"> • Criminal record check mandatory • Provide reference checks • Drivers must have a current driver's license and abstract • Must have own vehicle. Clean and in good repair. Able to provide a smoke free environment. • \$3 million Extended Third Party Liability coverage
Commitment	<ul style="list-style-type: none"> • Minimum 6 months commitment • Appointments are made Monday – Friday, 8:30am-4:30pm (occasional evening or Saturday)
Training	<ul style="list-style-type: none"> • Site Volunteer Orientation & Training • Program Orientation provided by volunteer (1-2 shifts) • Additional training as required
Benefits	<ul style="list-style-type: none"> • Mileage reimbursement • Annual Appreciation Event
Reports To	<ul style="list-style-type: none"> • Supervisor Support Services (604-520-6621) • Coordinator Volunteer & Social Programs (604-520-6621)