

POSITION DESCRIPTION

Group Services - Driver

ABOUT SPECTRUM

Spectrum Migrant Resource Centre Ltd (Spectrum) is a not-for-profit organisation, delivering culturally appropriate and responsive services to people with migrant and refugee backgrounds predominantly living in the Northwest Metropolitan region of Melbourne. Our service areas include migration and settlement, family relationship and parenting, social and economic inclusion, aged care, disability, and family carers.

Our Vision An inclusive Australia, a place where cultural diversity and community connection enhances the lives of all.

Our Mission We work together with people from migrant and refugee backgrounds, supporting their aspirations to arrive and settle well, stay connected, age with dignity and shape their own futures.

Our Purpose For everyone to 'feel at home'

Our Values

- Belonging:** We create spaces and foster relationships where people feel seen, heard and accepted.
- Respect:** We lead with empathy and care, always putting our people first, championing diversity and inclusion.
- Connection:** We work in partnership with people, communities and sectors to foster shared connections for the greatest impact.
- Excellence:** We are transparent, honest and accountable in all that we do.

POSITION CONTEXT

The purpose of this position is to work closely with the Group Facilitator and/or other Group staff in organising and maintaining client bus route lists, ensuring their accuracy and relevance. Additionally, it involves active participation within a team to encourage and involve clients in activities aimed at enhancing their strengths and capacities while fostering social interaction. Completing mandatory yearly training is integral to staying updated and proficient in providing quality services. Monitoring clients' progress and promptly reporting any changes to the Group Facilitator or Group Services Team Coordinator are crucial aspects of this role, facilitating timely follow-up and support as needed..

POSITION INFORMATION

Location	Level 5, 61 Riggall Street, Dallas, 3047 or Sunshine
Award	Social, Community, Home Care and Disability Services Award
Classification	Level 1.3
Employment Period	Casual
Hours of Employment	Casual

KEY RESPONSIBILITIES

Strategy and Leadership	<ul style="list-style-type: none"> • Foster a culture aligned with Spectrum's Values, emphasizing accountability, good governance, and staff well-being.
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KEY RESPONSIBILITIES	
	<ul style="list-style-type: none"> • Enable team members to excel by providing clear direction, empowering roles, constructive feedback, coaching, and professional development opportunities, fostering confidence and capability. • Promote team effectiveness through inclusive participation, encouraging all team members to engage fully in decision-making processes. • Recognize and celebrate individual and team achievements to bolster morale and motivation within the team
Program Delivery	<ul style="list-style-type: none"> • Provide safe, professional and punctual transport to clients between group centres and their residences. • Collaborate with the Group Facilitator to develop and maintain client bus route lists. • Support clients in boarding and disembarking vehicles safely, adhering to occupational health and safety standards. • Foster positive interactions among clients. • Monitor clients' well-being and promptly report any changes to the Group Facilitator. • Support and assist group staff with the implementation of activities, including aiding with meal service, kitchen cleanup, dishwashing, and other relevant tasks as needed or directed by Group Staff. • After each shift, ensure completion of all bus checklist duties, including thorough cleaning tasks like sweeping, rubbish disposal, seat cleaning, and disinfection, while also maintaining bus fuel levels, ensuring at least half a tank for the next driver, and promptly reporting any bus issues to the Group Services Team Coordinator.. • Support the coordinator in arranging bus availability for routine servicing and repairs • Complete all mandatory training requirements as directed by the Staff..
Quality improvement & compliance	<ul style="list-style-type: none"> • Stay updated on industry trends and make recommendations for optimising performance. • Support the development and use of clear, consistent, and transparent processes and internal controls and compliance. • Regularly review processes and support the manager to make required changes to ensure streamlined and clear processes and controls. • Report all incidents, near misses and other concerns to supervisor and the OH&S Representative • Ensure that Spectrum complies with Occupational Health and Safety Act requirements and strive for best practice in the provision of a safe workplace for all. • Ensure that you adhere to the Code of Ethics and Conduct at all times and report any observed breaches to Management • Display a commitment to the purpose and values of Spectrum Adhere to the Child Safe Policy
Stakeholder Management	<ul style="list-style-type: none"> • Develop and sustain positive working relationships with key internal and external stakeholders.

KEY SELECTION CRITERIA	
Qualifications	<ul style="list-style-type: none"> • Current valid Drivers Licence • Current First aid and CPR • Certificate 3 in Aged Care preferable. • Heavy rigid licence preferable • Safe Food handling Certificate Essential. Manual Handling, falls prevention and Infection Control Training
Skills & Experience	<ul style="list-style-type: none"> • Efficient safe driving ability

KEY SELECTION CRITERIA

	<ul style="list-style-type: none"> • Experience in working with the elderly essential. • working with people with Dementia preferable • Proficient English verbal and written skills. • Bi-lingual • Able to work as part of a team. • Understanding of the Aged Care Quality Standards and be able to implement them into work practice. • Proficiency in basic computer and smartphone operations.
Personal Qualities & Behaviours	<ul style="list-style-type: none"> • A positive, can-do attitude • Ability to work independently and work effectively and collaboratively within a team. • Sensitive and caring to the needs of frail older people • Ability to work autonomously and as part of a team • Good planning and organisational skills • Enthusiastic attitude towards creating and implementing positive change, and willingness to contribute across all aspects of the program, including activities and assisting in the kitchen. • Ability to be able to complete a busy work schedule in a timely manner. • Friendly with excellent interpersonal skills.
Mandatory Compliance Documents Required for this position	<ul style="list-style-type: none"> • Clear 'Police Check', within the last twelve months • Current Working with Children Check card • Must satisfy all visa requirements for working in Australia. • Certificate 3 in Aged Care

KEY RELATIONSHIPS

Department	Aged and Disability Team
Reports to	Group Services Team Leader
External	

KEY SYSTEM AND EQUIPMENT USAGE

<ul style="list-style-type: none"> • Microsoft Windows Office Suite
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ADDITIONAL INFORMATION

Work Health & Safety	<p>All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct and are required to report all incidents and injuries as well as cooperating with measures introduced in the workplace to improve health and safety.</p> <p>Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or conditions that might be reasonably expected to affect their ability to perform the normal duties of this position. Such a disclosure will enable Spectrum to make reasonable adjustments to the work environment to ensure you work safely and productively.</p>
Australian Work Rights	All employees must be permanent residents of Australia or hold a current, valid visa.

ADDITIONAL INFORMATION

COVID-19 Mandatory Vaccination	To support the safety and wellbeing of our clients and our people, all people performing client facing roles are required to have up to date COVID-19 vaccinations, unless medically exempt.
National Criminal History Check	All offers of employment are subject to a satisfactory National Criminal History Check (NCHC) & Statutory Declaration.
International Criminal History Check	All offers of employment are subject to a satisfactory International Criminal History Check (as required). An International Criminal History Check will be required for individuals who have lived overseas for 12 months or more in the last 10 years.
Working with Children Check	All staff and volunteers working with children are required to have and provide a current Working with Children Check (WWCC) before commencing employment.
NDIS Worker Screening Check	All staff and volunteers working with people with a disability are required to have and provide the NDIS Worker Screening check before commencing employment.
Policies & Procedures	All employees must abide by the organisation's Policies & Procedures.

OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the manager, in response to the strategic direction of Spectrum, and the development of the skills and knowledge of the position.