



**Flexi Care**  
inc.

**"Providing Flexible Caring Services for a Quality Lifestyle"**

## **POSITION DESCRIPTION**

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|------------------------|--|
| <b>POSITION TITLE:</b> | <b>SOCIAL VISITOR<br/>VOLUNTEER PROGRAM</b>                        |
| <b>LOCATION:</b>       | <b>FLEXI CARE INC.<br/>1/16 Dividend St<br/>Mansfield Qld 4122</b> |
| <b>CLASSIFICATION:</b> | <b>VOLUNTEER</b>   |

### **ROLE:**

To provide social support within the client's home on a weekly, fortnightly or occasional basis as agreed to on the care plan and in accordance with the agreement signed by client and the volunteer.

### **SPECIFIC DUTIES:**

Specific interests will vary from client to client. Some activities with clients may be:

1. Listening
1. Conversation
2. Reading to a client
3. Playing games - cards, scrabble, etc
4. Assisting with crosswords, puzzles, jigsaws
5. Assisting with correspondence eg: letter writing, sorting mail
6. Assisting with sorting photos, arranging photo albums, looking at photos
7. Repotting plants
8. Assist client with walking in garden, local neighbourhood
9. Occasional social outings
10. To work within the philosophy, mission and values of Flexi Care Inc. and to comply with the principles, policies and procedures, specifically in relation to the Code of Conduct and Duty of Care for employees and volunteers of Flexi Care Inc.
11. Volunteers are accountable to the Volunteer Coordinator and responsible to the Manager.

### **QUALIFICATIONS & EXPERIENCE:**

- No particular qualifications are required. Any qualifications and prior learning may be considered in the allocation of duties, if mutually agreed by the volunteer and the Volunteer Coordinator.
- No previous experience is required. Life experience will be taken into consideration in the allocation of duties, if mutually agreed by the volunteer and the Volunteer Coordinator.

### **SKILLS, ABILITIES & ATTRIBUTES:**

- Well developed interpersonal skills especially in conversation and listening
- Ability to work independently with minimal supervision
- Reliability
- Flexibility
- Friendly and caring personality
- Ability to relate to a variety of people with various backgrounds
- Genuine empathy and understanding of older people and people with a disability
- Ability to maintain confidentiality

### **SPECIAL & MANDATORY REQUIREMENTS:**

- To complete mandatory orientation and training activities at the required level of competency and attend annual updates of mandatory training;
- To adhere to Health & Safety regulations;
- To participate in supervision and performance reviews annually or as required;
- Involvement in ongoing training;
- Possession of a current Australian drivers licence is mandatory (if applicable)
- Possession of a roadworthy vehicle with current registration and insurance (if applicable); or
  - Taxi vouchers (client or Flexi Care Inc)
- To provide a regular activity report;
- An awareness and vigilance regarding safety issues for client and self;
- Possession of a current First Aid Certificate is desirable;
- A National Police check is mandatory.

#### **Please note:**

- **Mileage costs will be reimbursed by Flexi Care Inc, if the volunteer wishes to make a claim.**
- **Mileage claims will be paid on receipt of a completed mileage claim form and provided the trips have been approved by the Volunteer Co-Ordinator prior to the journey.**

**\*\*Flexi Care Inc DOES NOT insure private vehicles and therefore does not cover damage to your vehicle or to other property damaged by you in a motor vehicle accident. It is recommended that the volunteer advises their own insurance company of their intention to provide transport on a voluntary basis.**

**\*\* Flexi Care Inc does provide insurance cover for Personal Accident whilst on duty and for Public Liability.**