



At Focal, we believe everybody has the right to be empowered to achieve their dreams – that includes You!

For almost 45 years, volunteers have played an important role in the organisation by working alongside our clients to enable them to live the life they choose.

Focal values the crucial role volunteers play through sharing specific skills, giving their time and overall being present and participating in all the different tasks that make our services unique.

Currently we are looking for drivers to facilitate community access to our clients.

Transportation in the Ipswich region is a massive hurdle for our clients to access, allowing them to attend full and necessary services such as going shopping, attending medical appointments or simply meeting with friends or family.

The Position

Volunteer Bus Drivers provide safe transportation of Focal clients, members, employees and stakeholders to a variety of locations within the Greater Ipswich region.

Conditions of Employment

- Volunteers are provided with training and induction prior to commencement.
- Volunteers need to have their Blue Card, Yellow Card and criminal history cleared by the Department of Communities, Child Safety and Disability Services before commencing their volunteer duties at the Department's request. (Focal will assist you with this)
- Volunteers in this position are required to have a current first aid certificate (including CPR). (which will be financed by Focal)

Applying for the Position

Please provide us with:

- Volunteer Application Form
- A brief letter of introduction about why you would like to volunteer, and what experience and skills you have. Please include examples of where and when you have worked in similar roles
- A brief resume outlining your work history, specialist skills, education or personal qualities you bring to the role
- Please also provide us with contact names and phone numbers of two referees who can vouch for your suitability to the role.
- Applications should be marked 'Confidential' and forwarded to:

Operational Support Manager
Focal Community Services
6 Canning Street,
North Ipswich QLD 4305
SharonM@focal.org.au

Version Control	Current	Previous	Prior	Initial
Voluntary Bus Driver PD	28/09/2017			28/09/2017

Duties

1. Drive the organisational busses in a safe manner to ensure the safety of those in the vehicle as well as others on the road, meeting agreed timeframes and schedules.
2. Maintain accurate records relating to vehicle log books, general maintenance and any incidents that may occur.
3. Maintain effective communication with staff, service providers, FOCAL participants and their family members, and the wider community.
4. Contribute to maintenance of FOCAL resources and facilities utilised in the course of undertaking duties.
5. Participate in training, meetings and performance reviews as required.
6. Be familiar with and follow all FOCAL policy and procedures.

Essential Criteria for the Position

1. Current drivers licence and exemplary driving history
2. Experience working with the community and people with disabilities from diverse cultures and backgrounds or similar
3. Demonstrated ability to work autonomously
4. Highly developed communication skills
5. Demonstrated experience meeting relevant legislation including upholding privacy and confidentiality within the workplace
6. Hold or be willing to obtain a current First Aid Certificate (inclusive of CPR)
7. Current Positive Notice – working with children screening check (Blue Card) and Disability Services Positive Notice Card (Yellow Card) or willingness to obtain prior to commencement