

## Position Description

<b>Position:</b>	Driver
<b>Reports to:</b>	Program Manager of NextPath Continuous Learning; Program Manager of NextPath Assessment and Therapy; NextPath Office Manager
<b>Location:</b>	Wivenhoe, 229 Macquarie Grove Road, Camden NSW 2570 Shop 401 Narellan Town Centre, Camden Valley Way, Narellan NSW 2567
<b>Position type:</b>	Casual
<b>Award:</b>	Passenger Vehicle Transportation Award (2020)
<b>Classification:</b>	Level 2
<b>Reviewed</b>	February 2023

### ORGANISATIONAL CONTEXT

This role works within the NextPath Continuous Learning Program of the Mater Dei organisation. Mater Dei is a multi-faceted mission-driven Catholic organisation originally founded by the Sisters of the Good Samaritan as an orphanage in 1910. Mater Dei has grown significantly over time and today comprises a K-12 coeducational school for students with intellectual disability, a NextPath Continuous Learning (post school) program for young adults with disability, a NextPath Assessment and Therapy service for children and young adults, and an Early Childhood Education Program that includes a community based preschool. Mater Dei also operates a Foundation to support its many good works.

The NextPath Continuous Learning Program provides opportunities for participants/clients, known as Young Adults to be supported and engaged in purposeful and meaningful activities and learning opportunities working towards achieving their individual goals.

### ROLE OVERVIEW

Your primary role as a NextPath Driver is to transport NextPath Continuous Learning participants to and from the NextPath Program. NextPath Drivers are to follow the protocols and procedures outlined in the NextPath Transport Policy as well as all other NextPath policies and procedures at all times.

Throughout your role, it is imperative that you adhere to the NextPath Values:

- An understanding that a range of factors, including social, financial, psychological and life experiences, influence people and therefore their choices, including those with disability and their supporters;
- Diversity in the community;
- The right of people with disability to full citizenship;
- That young people with disability need to take measured risks; and
- The full potential of people with disability, especially potential which can be unlocked through ongoing learning.

### **PROFESSIONAL BACKGROUND**

It is a condition of employment that the NextPath Driver maintains the following:

1. Hold a valid NSW Driver's Licence (or willingness to acquire same);
2. Good driving record (Provide NextPath with a copy of the RMS Driver Record);
3. Medical Clearance (certificate) from a General Practitioner advising you are fit to drive;
4. Current First Aid/ CPR Qualifications;
5. Provide a current Working with Children Check number;
6. Provide a current NDIS Worker Screening Check number;
7. Undergo an Employer Police Check;
8. Undertake the compulsory NDIS Worker Orientation training and a NextPath Induction process for this role;
9. Sensitivity to the differing needs of participants including privacy, confidentiality and cultural diversity

Vaccination is a condition of employment at Mater Dei. Evidence of up to date vaccination (3 doses) must be produced by the successful applicant prior to an offer of employment being made.

### **KEY RESPONSIBILITIES**

- Complete a range of NextPath taxi runs as directed by NextPath Administration and management staff. (Please note taxi runs are subject to change with weekly notice)
- Demonstrate flexibility and willingness to complete a variety of taxi runs, as required by NextPath
- Demonstrate and maintain a safe driving record and duty of care for Young Adults at all times
- Upkeep of vehicles, including refuelling and cleaning as required.
- Communicate effectively and professionally with NextPath staff, Young Adults and their supporters.
- Communicate in a timely manner to supporters Young Adult pick up times.
- Respect and maintain confidentiality of participant information at all times
- Return the vehicle to its starting location at the end of each shift

### **OTHER RESPONSIBILITIES**

- Animate Good Samaritan and Benedictine values in the course of your work and especially in all of the relationships that permeate your work;
- Comply with necessary policies and procedures when working with Young Adults, including the completion of any necessary training
- Complete any necessary documentation outlined in policies and procedures, such as **Incident reports** in response to incidents that may have occurred and vehicle logs.
- Advise of accidents and delays on runs in an efficient, timely manner.



**THIS POSITION DESCRIPTION MAY BE VARIED FROM TIME TO TIME AS THE REQUIREMENTS OF  
MATER DEI/ NEXTPATH ALTER**