



POSITION TITLE: Volunteer – Meals on Wheels

CLASSIFICATION: Volunteer - A volunteer is a person who is wanting for whatever reason, to work for a limited tenure for no remuneration.

Job Statement:

To provide community members with the opportunity to participate in the delivery of integral services within their own community and region.

KEY ACCOUNTABILITIES

- To participate in the Meals on Wheels Program operating across the Buloke Shire,
- To deliver cooked meals to clients within the Shire who are eligible under Aged & Disability Services guidelines for this service,
- To maintain client confidentiality at all times,
- To refer problems to the Team Leader Service Provision, and
- To accept responsibility for specific tasks.

Meals on Wheels Procedure

- Community services staff will forward roster to individual/organisation stating day/week for volunteering,
- Volunteer to go to hospital to collect meals for delivery on rostered day,
- Collect meals and clip board with the days' Meals on Wheels clients,
- Deliver meals on your designated route,
- Return esky's and clip board to hospital upon completion, and
- Report any issues to Shire if necessary.

KEY SELECTION CRITERIA

- Knowledge of, and sensitivity to, issues confronting frail aged people and younger people with disabilities and their carers including acceptance of the varying level of client living standards;
- An ability to organise work schedules to provide an efficient service to clients;
- High level of personal integrity with knowledge and acceptance of the importance of client confidentiality;
- Current Victorian Drivers' Licence and current satisfactory Victoria Police Check.