



VOLUNTEER DRIVER – Medical Appointments
Job Description

1. **Duties & Responsibilities:** Pick up, drive and assist (as warranted) individual attending medical appointments. Information about the person receiving service must remain confidential. Assist individual in having prescription filled after appointment if required. **Provide Resource Coordinator of hours available to assist with coordination of service. Keep information about resident CONFIDENTIAL.**
2. **Time Commitment Required:** Volunteer should be prepared to commit for a 1-year period. Assignments will be made as per availability of volunteer.
3. **Qualifications & Requirements:** Valid Manitoba Driver's License. Valid Auto Insurance. Knowledge of streets and parking in downtown and other areas of Winnipeg. Comfortable in driving in Winnipeg, especially downtown. Friendly personality. Ability to interact well with people.
 - a) **Special Considerations:** Reimbursed for mileage and parking. Handicap Parking Pass is available through Resource Coordinators Office.
4. **Orientation & Training:** To Be Determined.
5. **Lines of Communication:** Resource Coordinator is the primary contact. Resource Coordinator will inform driver whom to pick up, time of the appointment, location and address of the appointment and amount to be reimbursed.
6. **Benefits:** Service facilitates older adults in remaining independent in their own homes. May offer social connections with isolated or lonely individuals. Volunteer recognition event.

Contact Information:

HSSI Resource Coordinator
Headingley Community Centre
5353 Portage Avenue
Phone: 204-889-3132 ext 3.
Email: hdlyseniorservices@mts.net

HEADINGLEY SENIORS' SERVICES INC.