

FREEDOM WHEELS CO-ORDINATOR DUTIES STATEMENT

1. Communicate with clients, or their Carer/Agent, to obtain all relevant personal details and gain an understanding of what is required.
2. Ensure the Primary Data Sheets & a hard copy of all relevant information for all “Active” requests are kept in an organised manner
3. Ensure the Project Management Access Database is kept up to date at all times.
4. Determine if an assessment is to be undertaken.
5. Determine and prepare a cost estimate/quote before any work on a Project is undertaken.
6. Ensure all Project Management Policies and Procedures are understood, and carried out as prescribed.
7. Ensure the Funder responsible for paying for the project is clearly defined and made aware of the estimated costs or what the cost will be based on before a Project is assigned to a technical volunteer.
8. Assign each Assessment Request or Project Request to an appropriate Technical Volunteer(s); one who has the skills and preferably lives within the client’s vicinity and is able to complete it in a timely manner, but only after the volunteer has agreed to do it.
9. Regularly monitor the progress and status of all client requests, from the initial inquiry thru to when the project has been completed and ready for invoicing or is cancelled because it is not going ahead for any number of reasons.
10. Provide Technical Volunteers with all relevant documents relating to the Assessment or Project.
11. Present the details of new client project requests, and the outcomes of assessments, at project team meetings
12. Ensure each project request cannot be readily provided by a commercial venture before an assessment and/or a project is assigned
13. Ensure any equipment requested to be modified is owned by the client or person making the request.
14. Ensure each request meets TADTAS guidelines before an Assessment and/or a project is assigned to a volunteer.
15. Identify if any potential safety factors need to be considered before a Project Request is issued to a volunteer.
16. Provide clients with a written cost estimate/quote.
17. Check and complete all Cost Return Forms from volunteers and forward them along with all relevant documents to Finance for volunteer reimbursement and client invoicing.
18. Ensure all completed paperwork is filed appropriately.
19. Maintain a clean, uncluttered, and safe work area.
20. Promote the aims of TADTAS.

21. Attend technical volunteer meetings and assist in running them (monthly).
22. Maintain regular contact with volunteers.
23. Contribute to the TADTAS newsletter.
24. Identify newsworthy projects for the newsletter.