



Albury Wodonga Aboriginal Health Service Ltd

ABN: 84286953178

Phone: (02) 6040 1200 Fax: (02) 6040 1222

Toll Free: 1800 421 640

664 Daniel Street Glenroy 2640

(PO Box 3040, Albury, NSW, 2640)

Level 4 111- 113 Hume Street, Wodonga, VIC, 3690

86-90 Rowan Street, Wangaratta, VIC, 3677

POSITION DESCRIPTION

Position Title :	Transport Driver
Reports To:	Office Manager
Employment:	As per employment contract
Award:	Aboriginal Community Controlled Health Services Award
Salary:	As per employment contract

Position Approval Updated: 14/12/2020 Last updated: 5/10/2018	Approved: D Noonan Date: 14/12/2020
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ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

Transport

The transport driver is directly responsible for ensuring that AWAHS patients/ clients are safely transported to and from their medical/ specialist appointment on time. The role promotes the services of AWAHS in the community and that the services relative to the role are undertaken in a manner that enhances the professional image of the organisation.

RELATIONSHIPS

Supervision

The position reports directly to the Office Manager

Internal

The Transport driver will work collaboratively within the administration/ transport team and all other team members of AWAHS.

External

The person will be expected to work collaboratively and professionally with AWAHS clients, associated service providers and with suppliers of services relative to the AWAHS fleet of vehicles. The liaison will also include other local Aboriginal organisations.

DUTIES OF THE POSITION

Transport

- Transportation of AWAHS clients to AWAHS Medical centre and other Medical rooms where clients are required to attend for Specialist Medical purposes only.
- Communication and interactions with clients, service providers and the general public to be at the highest professional standards.
- Delivery of patients scripts to the chemist as directed by the transport coordinator
- At all times maintain client confidentiality and adhere to AWAHS privacy policy, and code of conduct policy.
- Ensure that all AWAHS vehicles are maintained to the highest standard. This includes weekly checks of vehicles, cleaning of vehicles, fuelling of vehicles and ensuring the vehicles scheduled services are notified to the transport coordinator.
- Maintain computer records within Communicare to record all medical journeys.
- Ensure motor vehicle log books (where required) are completed.
- Prepare written reports on transport activities when requested.
- Actively promote AWAHS services to the local community.
- Assist administration team in receiving phone calls, booking of appointments both internal and external when time permits
- Maintain current NSW driver licence
- Advise manager as soon as practicable and within two working days of any change to licence status
- Any other reasonable and fair duties as requested by the Office Manager

Administration & Documentation

- Ensure all documentation including reports are accurate and completed in a professional and timely manner, together with upload to the relevant program

Training & Development

- Participate in training and development as identified or directed

Professional

- Accept personal responsibility and be accountable for professional practice
- Continue to develop professionally and personally to meet the changing needs of the position and the organisation, or as directed by management.
- Maintain confidentiality.
- Maintain knowledge of and actively uphold the AWAHS philosophy, policies and procedures.
- Time management to ensure tasks are completed and deadlines are met
- Maintain up to date knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.
- Participate in performance appraisal and supervision processes.

- Contribute to the development and maintenance of a supportive environment within the team.
- Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.

ORGANISATION CHART

Refer to attached AWAHS Organisational Chart.

SELECTION CRITERIA

- Excellent driving record
- Experience relevant to the role
- Excellent knowledge of the local Albury and Wodonga area, locations, road network and geography
- Demonstrated organisational and problem solving skills
- Excellent communication and computer skills.
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Current Drivers Licence

Employment Requirement

- Current first aid certificate including CPR
- Current Drivers Licence

Employment Prerequisites:

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Completed and appropriate for employment Health Declaration Form

DECLARATION

I acknowledge that I have read this Position Description, understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation's policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Inc.

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Name:

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Signature:

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Date: