

Wathaurong Position Description		
Position Title	Patient Transport Driver	Contract Part - Time
Identified Position	No- Aboriginal and/or Torres Strait Islander peoples are encouraged to apply	
Business unit	Health Services	
Award	Aboriginal Community Controlled Health Services Award 2010 - Driver Grade 1	
Classification	Grade 2 Level 1	
Salary	TBA	
Reports to	Team Leader	
Direct Reports	NIL	

Wathaurong Aboriginal Cooperative	
	<p>The name Wathaurong (Wadda-Wurrung) is a recognised Tribe (community which consists of some 25 Clans) that form part of the Kulin Nation of Aboriginal people. The Traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong services Aboriginal Communities living on Wadda-Wurrung, Gulidjan and Gadubanud Countries.</p> <p>Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.</p> <p>(Pictured - Wathaurong Service catchment area)</p>

Purpose of the Role
<p>The role of the patient transport driver is to provide safe and efficient transportation to patients/community who are using Wathaurong Health Services. The patient transport driver with assist in maintaining a safe environment for Health Services clients and community members.</p>



Primary Responsibilities

- Transportation*
- Transport clients in accordance with daily passenger list
 - Collecting clients at their door, settling them into the vehicle if required, delivering them to required appointment, returning them home and if required ensuring they are settled
 - Prescription and pharmaceutical delivery where required
 - Pick up and return vehicle to designated place of garage
 - Transport pre-arranged group programs to community and social activities
 - Report any relevant concerns regarding passengers to relevant staff member
 - Report mechanical concerns as soon as possible to Health Services Manager
 - Ensure that the vehicle is maintained and cleaned by washing, deodorising and vacuuming as required
 - Ensure that the petrol tank is more than half full at all times in order to enable emergency trips as required
 - Commitment and contribution to Quality Improvement Activities
 - Work in a manner that observes Occupational Health & Safety legislation

Selection Criteria

- Essential**
- Experience working with Aboriginal Community members and providing a culturally safe environment
 - Experience in dealing with patients with various levels of mobility and supporting them in a safe manner
 - First Aid & CPR certificate preferred
 - Experience providing customer services preferably in a community or health setting
 - Demonstrated understanding of Aboriginal cultural practice and custom, and the ability to demonstrate cultural awareness and respect
 - Strong interpersonal skills with ability to develop positive relationships with team members
 - Strong written communication skills with a high attention to detail
 - Ability to work effectively and cooperatively as part of a team and follow processes
 - Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people.
 - Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services.
 - Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Desirable**
- Identify as Aboriginal and/or Torres Strait Islander.
 - Demonstrated experience working with Aboriginal Community Controlled Organisations.



Conditions of Employment

- Must pass a National Police Record Check.
- Must pass and hold a Working with Children’s Check throughout the period of employment.
- Must hold a current Drivers licence
- Must pass safety screening checks as required based on the position and/or as requested by the funding body
- All positions are subject to funding.
- All positions are subject to an initial six (6) month probationary period.
- Other terms and conditions are in line with the relevant industrial instrument and internal policies.

Wathaurong’s Commitment to Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We report any allegations and wellbeing concerns to authorities.

Physical requirements & environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

A signed pre-existing condition declaration form is required to be completed prior to commencing in this role

<i>Required activities / working environment</i>	<i>Frequency</i>
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Driving, in & out of vehicles	Often
Lifting/moving equipment	Sometimes
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Often



Position Description Acceptance

Signed by the Employee:

I have read and understood the above and agree to carry out the duties listed in my Position Description.

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Name	Signature	Date
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