

Position Title: Transport Officer
Classification Level: Grade 1 to Grade 4
Date of Approval: May 2020

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

This position is located within the Mulungu Aboriginal Corporation Primary Health Care Services – which is responsible for addressing the health needs of the community and its members. These services are provided to a designated geographical area within the Atherton Tablelands Region and surrounding districts.

2. Purpose of the Position

This position is responsible for the safe transportation of clients to and from Clinics. The position provides support to the Mulungu Aboriginal Corporation Primary Health Care Service – Mulungu Health Services team by assisting other staff to address the community's health needs.

3. Scope of the Position

The position Transport Officer has no delegation authority.

The Transport Officer is accountable to:

- The Chief Executive Officer, the Board of Directors, and the wider community for practice according to the philosophy, policies, and goals of the centre.
- The Practice Manager and the Senior Support Services Officer for a high standard of work practice.
- The Health Services Team for effective communication and work relationships including shared work responsibilities.

4. Organisational Structure and Reporting Relationships

The position of Transport Officer reports to the Senior Support Officer and liaises with other Health Service Team members to delivery transport services to clients. Refer to the organisational chart for details of where the position is located within the wider organisational structure.

5. Primary Duties and Responsibilities

- Collect, collate, and report on data as required.
 - Provide culturally appropriate services to meet the needs of the community.
 - Support Practice Manager and the Health Services Team to ensure quality service delivery.
 - Provide physical assistance for clients with mobility issues, including elderly clients.
 - Maintain professional standards of practice in the delivery of safe transportation services.
 - Responsible for the cleaning and maintenance of all Mulungu vehicles.
 - Complete Vehicle Safety Checklist Audits as required and schedule in LOGIQC – Audit register by due date.
 - Comply with contemporary Human Resource issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination as applied in the work environment.
 - Evaluate own practice by participating in performance development processes.
 - Contribute to ongoing quality improvement in the Quality Coordinator Software by using the registers and completing tasks designated within the allocated timeframes.
 - Perform other duties associated with the position as directed by Practice Manager, Senior Services Support Officer and Reception Staff.
- Legend = Purple reporting, Client Servicing = Green, Red = QI

PART B: PERSON SPECIFICATIONS

1. Qualifications

- Minimum mandatory possession of a current 'LR' Class Driver' and Drivers Authorisation.
- In possession of a current Blue Card

2. Skills, Knowledge and Ability

- Experience working with Aboriginal and / or Torres Strait Islander communities and demonstrated knowledge and understanding of the Aboriginal and Torres Strait Islander cultures.
- Experience in passenger transport.
- Knowledge and skills in vehicle and equipment maintenance processes.
- Well-developed interpersonal skills with the ability to communicate effectively with the community, particularly Aboriginal and Torres Strait Islander peoples as well as other staff of the organisation.
- Ability to function in a multi-disciplinary team and ability to function independently.
- Knowledge and understanding of Quality Improvement processes.
- Knowledge of or ability to acquire knowledge of human resource management issues including Workplace Health and Safety, Equal Employment Opportunity, and Antidiscrimination.

3. Standards of Practice

- Maintain professional standards of practice in the delivery of safe client care.
- Practise within an evidence-based framework.
- Participate in ongoing professional development of self and others.
- Maintain 1st Aid/CPR qualification and Driver's Authority

4. Additional Factors

- Must possess or be able to obtain a Working with Children Blue Card.
- Must be willing to undergo an Australian Federal Police check.
- Undergo a Medical Assessment on an Annual basis

PART C: SELECTION CRITERIA

- SC 1** Possession of a current 'LR' Class Driver's Licence and Driver's Authorisation (Queensland) and Blue Card and current 1st Aid Certificate/CPR
 - SC 2** Experience working with Aboriginal and / or Torres Strait Islander communities and demonstrated knowledge of Aboriginal and Torres Strait Islander cultures.
 - SC 3** Experience in people transportation and demonstrated skills in vehicle maintenance procedures.
 - SC 4** Demonstrated interpersonal and communication skills with the ability to work in a multi-disciplinary team structure.
 - SC 5** Knowledge of and / or involvement in Quality Improvement processes.
 - SC 6** Knowledge of, or ability to acquire knowledge of human resource management issues including Workplace Health and Safety, Equal Employment Opportunity, and Antidiscrimination.
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The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature _____ Date May 2020
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date May 2020