

POSITION PROFILE: 211 DRIVER – KATHERINE OFFICE

Position Details

Position Title:	Driver
Employment Status:	Permanent Full Time and / or Casual
Classification:	AO1 – AO2
Salary Range:	\$39,001 - \$46,949
Reports To:	Assets Coordinator
Location:	Katherine

Position Summary

Sunrise Health Service Aboriginal Corporation is an independent, community controlled health service, with overall direction and management set by a board comprised of representatives from the remote Aboriginal communities of the region.

Sunrise takes a broad view of primary health care, has a philosophy of community participation, and a strong focus on care coordination.

This position primarily responds to requests from the Assets Coordinator and sometimes other senior staff to organise transport for Board meetings, relief staff and other occasions as requested.

This position also is responsible for the timely delivery of Stores to remote and local locations in good condition.

Training

All positions at Sunrise involve helping other staff to learn. In this job we will ask you to share what you know with other staff so that all staff help and support each other.

Confidentiality

Every one working for Sunrise has to sign a Confidentiality Form before starting work. No one should talk to outsiders about working for Sunrise or about patients and their problems unless they have permission to do so.

Accountability

Drivers will be asked to keep time sheets of the hours they work and a job calendar of the upcoming jobs for the purpose of time management.

Duty Statement:

1. Training

1. Attend and fulfil the requirements of any training that has been organised by Sunrise Health Service for the occupant
2. Participate in any other staff development activities required by Sunrise Health Service

2. Driving**As requested by the Assets Coordinator:**

1. Provide safe transport for personnel on Sunrise Health Service business and SHS Stores;
2. Drive staff to and from remote locations including Darwin, some out of hours work is required
3. Complete vehicle logs at the end of each trip and vehicle reports at the end of each trip as required;
4. Carry out basic vehicle maintenance, eg check the oil and water regularly and top up as required;
5. Liaise with the Assets Coordinator regarding maintenance and scheduled servicing of vehicles by assisting with transport;
6. Ensure your vehicle carries safety equipment eg jacks, spares, winches and water
7. Ensure your vehicle is washed and cleaned regularly
8. Ensure your vehicle always contains enough fuel for call outs at the end of each day
9. Carry out general pick-up and delivery of people and/or goods as requested and in line with calendar plan;
10. Help to pass on messages and find people as requested;
11. Assist with the organisation of Sunrise events as requested;
12. Support other Katherine-based drivers.

3. Stores Runs

1. Ensure that all stores are collected and safely packed ready for delivery in a timely manner on allocated store days;
2. Ensure In / Out goods are signed for on every occasion
3. Ensure that you carry a satellite phone on delivery days;
4. Ensure ½ way pickups time changes and changes in delivery itinerary are relayed to relevant Managers of Health Centres;
5. Ensure CSO is notified on return to compound after hours;
6. Ensure you assist and guide any new casual drivers of process.

4. Board Meetings

1. Transportation of Board Directors to and from board meetings;
2. Ensure all members are in Katherine (or other nominated centre) safely and on time;
3. Advise the Assets Coordinator of any unavoidable delays or circumstances at your earliest convenience;
4. Carry a satellite phone at all times outside of Katherine;
5. Cooperate with and assist casual driver;

5. Property Maintenance

1. Liaise with Assets Coordinator for cleaning of SHS town-based rental properties
2. Liaise with Assets Coordinator for grounds maintenance of SHS town-based rental properties

6. General

1. Liaise with Assets Coordinator on a daily basis re pickups, drop-offs and deliveries in Katherine;
2. Other duties as instructed.

Key Responsibilities

- Know and follow road rules
- Know and follow Sunrise rules
- Know and follow different community rules
- Make sure that rules preventing the carrying alcohol are always followed
- Keep a good and up to date knowledge road conditions, especially when travelling in remote areas in the wet season
- Ensure vehicles are used only for approved Sunrise business
- Keep accurate vehicle logs and report any accidents or damage to the Health Centre Manager and the Assets Coordinator
- Be respectful to all clients and keep all information about the SHS business confidential
- Provide cultural advice to non-Aboriginal staff to ensure they carry out their duties safely and effectively
- Work in cooperation with all the members of the Sunrise team in the clinic, the community and the town office to create a happy and successful work environment
- Notify your manager of any absence from work or training, giving as much notice as possible

Organisation-wide responsibilities

- Continuously work to maximise access by community members to health services
- Use skills and experience to support and train other staff members as the need arises
- Develop and utilise good working relationships and networks with other organisations at both the community and professional level
- Participate in performance management once per year and:
 - be willing to discuss how you are meeting the key performance indicators of your position
 - provide feedback about individual, position and organisational development requirements
- Participate in staff development and training as requested by Sunrise Health Service
- Bring to the attention of your Supervisor any matters that affect the ability of your position to meet requests and objectives in a timely manner
- Maintain strict confidentiality in relation to medical records and information about health service business activities
- Participate in the Sunrise Continuous Quality Improvement Program for the provision of a safe, effective health service
- Follow organisational systems and procedures

Key Performance Indicators

Criteria for Performance Assessment

1. The Stores vehicle and any vehicle that you use are kept in good condition, safe and secure
 - Indicator 1: Vehicles are cleaned inside and out as they get dirty*
 - Indicator 2: Vehicles and trailer always have a working jack and spare tyre/s*

 2. Vehicles and driver support are available when needed
 - Indicator 1: Assets Coordinator is notified if driver is going to be absent*
 - Indicator 1: Vehicles used only for approved Sunrise matters*
 - Indicator 2: Vehicles are kept fuelled in case of early morning call outs*

 3. Participation in performance management program and completion of professional development activities in line with training plan
 - Indicator 1: Completion of training plan within agreed timeframe*
 - Indicator 2: Any absences from training are notified and approved*
 - Indicator 3: All deliveries and personnel delivered in a timely and safe manner*
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Selection Criteria

Essential

- Current NT Driver's Heavy Rigid Licence and Forklift Licence
- Good knowledge of roads and driving conditions in the Sunrise region in all seasons
- Extensive relevant experience in driving, including advanced 4WD skills
- Able to work long or irregular hours
- Ability to work as a team member in a cross cultural environment - good communication skills, including the ability to act as an interpreter
- Able to remain calm in difficult situations
- Cultural authority to talk about local Aboriginal values and traditions with the health care team
- Willingness to undergo training

Desirable:

- Ability to speak language of the community or Kriol
 - Demonstrate an interest in Aboriginal health issues and be keen to provide assistance and care to others in their community
 - Reading, writing and maths skills at post primary level or better
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Endorsement and Approval

Position description endorsed by Human Resources Manager:

Signature: ENDORSED

Date: 23rd January, 2012

Position description approved by CEO/BOM:

Signature: ENDORSED

Date: 23rd January, 2012
