



Position Description	
Position Title	Transport Officer - Identified
Location	Tamworth, Quirindi, Walhallow and Liverpool Plains
Reports to	Practice Manager
Award	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Classification	Driver

Role Purpose
Walhallow Aboriginal Corporation provides transport services to the Aboriginal Communities of Coledale, Walhallow, Quirindi and across the Liverpool Plains. The primary objective for the Transport position is to collect and return patients for GP, Specialist, or Allied Health Services.

Selection Criteria	
Experience and skills	• Willingness to engage and work effectively with Aboriginal communities • Sound interpersonal and communication skills • Effective time management and personal organisational skills • Ability to work independently and as part of a team • Well-developed interpersonal,
Qualifications and Registrations	• Valid driver's license • Aboriginal or Torres Strait Islander descent • Working with Children Check – must be supplied prior to commencing employment with updates provided during the period of employment • NSW Police History Check – must be supplied prior to commencing employment with updates provided during the period of employment • Covid Vaccination – must be supplied prior to commencing employment with updates provided during the period of employment • First Aid

Key Capabilities	
Aboriginal and Torres Strait Islander Support Capabilities	• Transport patients to and from Walhallow, Werris Creek and Quirindi for medical treatment. • Transport patients to and from Specialist treatment at Tamworth, Walhallow, Quirindi and other health services as directed by the AMS doctors. • Remain at all times with patients visiting the community health service. • Perform regular tasks concerning transport for Walhallow Aboriginal Corporation. • Service and maintain all Walhallow Aboriginal Corporation transport vehicles. • Maintain log sheets. • Record monthly reports and statistics. • Complete on the job training (First Aid Certificate) and any other training has directed by the CEO or Health Program Coordinator. • Be aware of and participate in staff performance reviews. • Attend a defensive driving course
Professional and Ethical Capabilities	• Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making • Submit accurate timesheets and claim forms (if applicable) in a timely manner • Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time • Maintain absolute confidentiality of patient's treatment and records • Be aware of and adhere to requirements of the Privacy Act and Legislation • Be aware of and adhere to Walhallow Aboriginal Corporation Policy and Procedures
Communicator and Collaborator Capabilities	• Maintain client files and computer data bases • Perform and complete any reasonable duties relevant to the position as requested by the Manager • Provide support and proactively engage with the clients and broader community • Establish and maintain relationships with clients, community and Walhallow staff and team members
Lifelong Learner	• Participate in service training programs as organised by Walhallow and / or any other training to upgrade skills • Attend all internal and external mandatory training as required. • Complete on the job training (First Aid Certificate and CPR) and any other training has directed by the CEO or Health Program Coordinator.

Quality and risk manager	• Always follow correct policy and procedure directions • contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours
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Key Performance Indicators		
#	Tasks	Outcome/KPI
1	Inputting of accurate data into the organisation's nominated data Program (communicare system)	• Number of Klms travelled. • Number of patients transported

Acknowledgement
In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description. Name: Employee signature: Date: