



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Bus Driver (<i>Identified</i>)
Classification:	Ancillary Driver Grade 2 Wuchopperen Health Service Limited Enterprise Agreement
Location:	Cairns and Edmonton
Reporting Relationship:	Manager, Allied Health

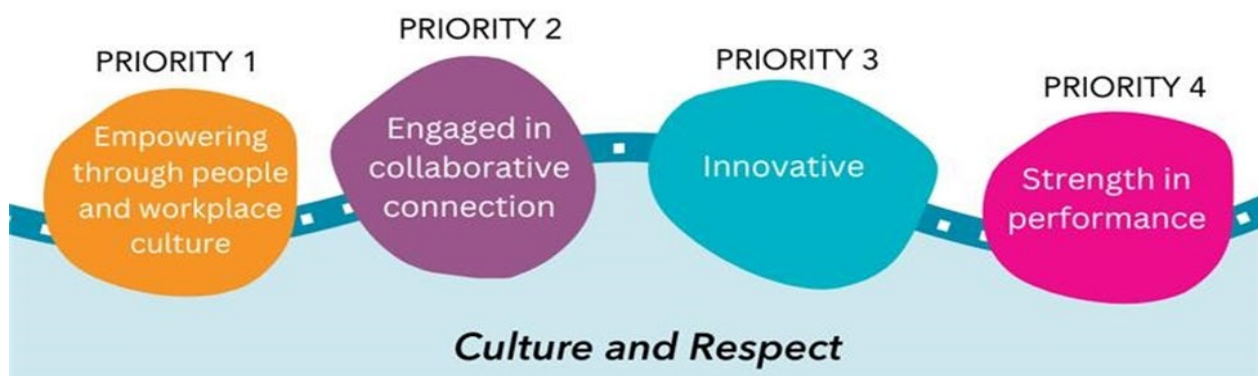
About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with more than 40 years' experience in providing primary health care and social wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is keeping our generations growing strong. Culture underpins a client and community centric service delivery model offering whole of life cycle care and support from pre-birth to eldership (older people).

From humble beginnings in the 1970s, Wuchopperen has grown into a multi-million-dollar enterprise, that is driven by the community, to deliver dynamic and innovative services for the community, and confidently represents, leads through best practice governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The position is responsible for the delivery of a safe, caring, high quality standard of transportation of clients travelling to and from Wuchopperen Health Service and the client's home, and/or other health care facility or service in accordance with approved care plans.

The Bus Driver reports to the Manager, Allied Health and does not have any supervisory responsibilities.

The position is part of a multi-disciplinary team that works closely with other members of the clinics and maintains regular contact with health professionals, service providers and other stakeholders to ensure effective outcomes for clients.

Key Responsibilities include:

1. Provision of a high standard of transport of clients from their homes to Wuchopperen and other service providers.
2. Operate the bus in a manner that is safe by obeying all traffic rules and regulations and minimises the risk of injury or property damage.

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3. Ensure daily vehicle checks are carried out and recorded, including fuel levels of the bus and appropriate tyre pressure.
4. Liaise with Purchasing Officer to ensure that maintenance and servicing of the bus is carried out and defects are reported in a timely manner.
5. Liaise with the Medical Administration Team to facilitate client collection and drop-off routes and act on client cancellations or additional client pick-ups.
6. Assist frail or unsteady clients on and off the bus as required including support of clients in and outside of the general clinic.
7. Monitor the safety of clients and report any accident, incident or potential hazard.
8. Conduct administrative duties requiring completion of records that may require the use of a computer.
9. Pick-up and delivery of items as required from the Clinics.
10. Participate in organisational and community activities to advance the health and wellbeing of Aboriginal and Torres Strait Islander people.
11. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
12. Contribute to continuous improvement processes and participate in quality assurance activities to ensure compliance with relevant standards and safe, effective service delivery.
13. Other duties as required, within your skills, experience and capacity.

Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities. The competencies listed below are considered to be the most critical for success in this role.

For applicants to be successful in this role, they should demonstrate:

1. Ability to operate a bus in a safe and responsible manner together with a demonstrated safe driving history.
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. Demonstrated ability to actively work within accepted safety practices and assist in the maintenance of a safe transport vehicle.
4. Extensively developed interpersonal and communication skills including the ability to liaise with a range of stakeholders as well as effectively advocate for Aboriginal and Torres Strait Islander people.
5. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.

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6. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen.

Other Requirements

- The possession of a current Queensland Class C or CA driver's licence.
- Current First Aid Certificate and Manual Handling Certificate or willingness to obtain one as a part of employee training.
- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B
- It is strongly recommended that all staff are vaccinated against COVID-19.
- The Bus Driver is an **Identified** position. It is a genuine occupational requirement that an Identified position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*.
- Please provide **one (Aboriginal and/or Torres Strait Islander) written reference from a referee** who can confirm that you are of Aboriginal and/or Torres Strait Islander descent, you identify as Aboriginal and/or Torres Strait Islander person and an Aboriginal and/or Torres Strait Islander community accepts you as an Aboriginal and/or Torres Strait Islander person.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. This is at your cost. Employment cannot continue or commence if you do not have a 'blue card' or if your 'blue card' is withdrawn or is disqualified.
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.
- Out of hours work may be required as necessary with prior approval of Manager.

How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees (one should be your current supervisor)
- A supporting **cover letter** of no more than two pages, outlining your experience, skills and knowledge that are relevant to the advertised role. Your written response must reflect the competencies outlined in core capabilities.
- Identified referees with application

Additional information:

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- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au