

| | |
|----------------------------|--|
| Position title | Medical Driver <i>This position is an Identified Aboriginal or Torres Strait Islander position only in line with 'special measures' under the Equal Opportunity Act 2010 Section 12 example 1.'</i> |
| Position number | P2020 |
| Employment status | Full Time |
| Department | Health and Wellbeing |
| Location | Rumbalara Road, Mooroopna |
| Position reports to | Manager |
| Award | Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 |
| Classification | Driver – Grade 1 |

ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Ageing and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$35+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



ROLE PURPOSE

The Medical Driver is responsible for providing safe, reliable, and timely transportation to individuals requiring Medical Services. This role includes driving patients to and from medical appointments, ensuring the vehicle is well-maintained, and participating in after-hours and weekend driving as needed. The position requires a high level of responsibility, professionalism, and cultural sensitivity when interacting with patients.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- Must have a full unconditional Victorian Driver's Licence and notify Rumbalara immediately of any changes to your right to use a motor vehicle or carry passengers.
- A current First Aid/CPR certificate or be willing to undertake the training at Rumbalara Aboriginal Co-operative Limited (RAC) expense.
- Maintain an up to date First Aid/CPR qualification.
- Applicants must be fully vaccinated and have received at least one booster dose as per Government Health Regulatory requirements.

Knowledge and skills:

- Safe driving in compliance with Victorian Road Rules and Legislation.
- Knowledge of the local area.
- Ability to use a GPS system in order to locate health facilities.
- Good written and verbal communication skills.
- Reliability and punctuality.

KEY RESPONSIBILITIES

1. Technical Capabilities

- Provide transportation for patients to and from medical appointments, including hospitals, clinics, and other health services.
- Ensure the vehicle is clean, well-maintained, in good working condition at all times and cleaning the vehicle after each trip.
- Adhere to safe driving practices and ensure the comfort and safety of all passengers.
- Participate in an on-call roster, providing after-hours and weekend driving services as required.
- Maintain accurate records of trips, including passenger details and trip logs.
- Foster positive relationships with patients, staff, and other stakeholders.
- Maintain confidentiality and respect the privacy of all passengers.
- Assist passengers as needed, ensuring their needs are met in a respectful and supportive manner.
- Adhere to all traffic regulations and safety standards while operating the vehicle.
- Collaborate with other staff members to coordinate transportation schedules and address the Community's needs.
- Perform all other reasonable duties as directed, within the scope of your skills, competence and training by your managers or any other relevant Rumbalara personnel as appropriate.
- Ancillary to your driver role, you may be required undertake duties such as cleaning, answering phones, making medical appointments on booking systems.
- Any other reasonable task that your manager directs to you do.
- Be able to submit accurate time and use on Driving Registers and appropriate form.



| |
|---|
| <p>2. <u>Behavioural Capabilities</u></p> <ul style="list-style-type: none"> • Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making. • Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view). • Provide support and proactively engage with the clients and broader community. • Establish and maintain relationships with clients, community and Rumbalara staff and team members. <p>3. <u>Administrative Capabilities</u></p> <ul style="list-style-type: none"> • Attend staff meetings. • Submit accurate timesheets and claim forms (if applicable) in a timely manner. • Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills. • Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time. • Follow correct policy and procedure directions at all times. • Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours. |
| <p>EMPLOYMENT CONDITIONS</p> <ul style="list-style-type: none"> • Have a current National Police Check • Hold Valid Driver's License, without restriction. • Hold current Employee Working with Children's Check. • Covid Vaccination Certificate in accordance with the government guidelines • All staff are required to sign a confidentiality agreement on appointment to the organisation. • Probationary / qualifying periods apply to all positions. • All staff are required to adhere to the Code of Conduct of the Co-operative (available to view). • All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view). • A commitment to equal opportunity and Occupational Health and Safety principles and practices is required. • Salary packaging is available to permanent part time and full-time staff. • Tenure of positions at RAC will be tied to existing contracted funding arrangements. |