



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	Medical Driver
<b>Position number</b>	P2020
<b>Employment status</b>	Part Time
<b>Department</b>	Health and Wellbeing
<b>Location</b>	Rumbalara Road, Mooroopna
<b>Position reports to</b>	Team Leader
<b>Award</b>	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
<b>Classification</b>	Adult Full-time & part-time/Driver - Grade 1 (depending on qualification and experience)

## 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 \$30+ 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.



<b>ROLE PURPOSE</b>
The role of the Medical Driver involves transporting clients between their homes, clinics, and hospital appointments.
<b>KEY SELECTION CRITERIA</b>
<b>Qualifications and Registrations:</b> <ul style="list-style-type: none"><li>• Full and unconditional Victorian driver’s licence.</li><li>• A current First Aid/CPR certificate or be willing to be undertake the training at Rumbalara Aboriginal Cooperative (RAC) expense.</li></ul>
<b>Knowledge and skills:</b> <ul style="list-style-type: none"><li>• Safe driving in compliance with Victorian Road Rules and Legislation.</li><li>• Knowledge of the local and Melbourne areas.</li><li>• Ability to use a GPS system to locate health facilities.</li><li>• Good written and verbal communication skills.</li></ul>
<b>KEY RESPONSIBILITIES</b>
<b>1. <u>Technical Capabilities</u></b> <ul style="list-style-type: none"><li>• Responsible for the clients safety and wellbeing whilst in your care.</li><li>• Adhere to the Rumbalara Motor Vehicle and Pick-up Policies.</li><li>• Regularly clean the interior and exterior of the vehicle to ensure a hygienic environment for transporting clients or medical supplies.</li><li>• Adhere to infection control guidelines to prevent the spread of diseases or contaminants through the vehicle.</li><li>• Participate in ongoing training and continued professional development.</li><li>• Operate and maintain organisational vehicles safely, facilitating the transportation of clients, staff, and materials to specified locations.</li><li>• Provide reliable transportation support for medical appointments, community outreach programs, and various health-related activities.</li><li>• Exhibit a profound understanding and respect for the cultural values and practices of the Aboriginal community.</li><li>• Cultivate a welcoming and supportive environment for clients throughout the transportation process.</li><li>• Communicate effectively with clients, ensuring a positive and comfortable experience during transit while upholding confidentiality and privacy standards.</li><li>• Maintain accurate records of trips, mileage, and other pertinent information.</li><li>• Adhere to all traffic regulations and safety standards while operating the vehicle.</li><li>• Collaborate with other staff members to coordinate transportation schedules and address the community's needs.</li></ul>



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## 2. Behavioural Capabilities

- 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.

## 3. Administrative Capabilities

- 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.

## EMPLOYMENT CONDITIONS

- 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 confidentially 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.

**In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description.**

Accepted

Date:

Employee name:

Employee signature: