JOB DESCRIPTION FORM

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| Effective date of document | August 2018 |
| Award | ACCHS/ Award |
| Award Type | Driver Admin Grade 2 |

**POSITION IDENTIFICATION**

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| **Title:** | **Remote Health Centre Driver** |
| **Reports to:**  **Supervision of:** | **Health Centre Manager** |
| **Relationships – Internal**   * Internal All Health Centre Staff and KAMS Staff   **External**   * KAMS member services and visiting stakeholders | |
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| **Duty Statement** |
| The driver will be required to work as part of a team transporting supplies and equipment, clients to scheduled appointments, and including emergency transfers from the health centre.  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**   * To perform all duties in accordance with KAMS policies and procedures. * Work effectively without supervision to complete client transport requirements/duties * Liaise with the Health Centre Manager or Coordinator regarding client transport requirements for the day. * Be available for on-call driver duties according to the health centre staff roster * Collect and drop off items as required e.g. stores, pharmacy, mail etc… * Ensure any pharmacy or cold chain items are given to the Health Centre Manager (or other staff as directed) on return to the community. * Ensure all passengers are transported safely e.g. appropriate seat belt restraints at all times (including when driving within the community) * Conduct vehicle checklist according to the KAMS Vehicle Policy * Maintain the cleanliness of the health centre vehicles at all times and as directed. * Maintain own personal development including attendance at mandatory training. * Be actively involved in continuous improvement including completing scheduled audits. * Maintain a safe work environment, including identifying and reporting potential hazards. * Apply the principles of privacy and confidentiality to all activities carried out * Comply with relevant legislation, including Equal Employment Opportunity, Disability Services and Occupational Health and Safety legislation, as well as professional standards and award provisions. |

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| **Selection Criteria** |
| **Essential:**   1. 4WD Certificate or experience in driving a 4 WD vehicle 2. Ability to work weekends as required 3. High level integrity in maintaining organisational confidentiality 4. Good time management skills 5. Knowledge of vehicle maintenance requirements 6. Knowledge of statutory requirements and safe driving standards 7. Experience in monitoring vehicle use and associated costs 8. Current “C” class manual WA driver’s license 9. Federal Police Clearance   **Desirable:**   1. First Aid Certificate |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kamsc.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |