



Clinic Driver - Casual Job Description

Area:	All Miwatj Health East Arnhem Region
Job Title:	Clinic Driver
Classification:	AO1 - AO2
Salary:	\$33.89 - \$40.56 per hour + Super depending on experience and skills
Work Type:	Casual
Department:	Galiwin'ku Health Centre & Ngalkanbuy Wellbeing Centre
Location:	Galiwin'ku
Reports to:	Galiwin'ku Health Centre Manager
Direct Reports:	Nil
Employment Conditions:	Miwatj Health Aboriginal Corporation EA 2018

OUR VALUES

We Believe. We Invest.

1. We believe...**and we invest**
2. We respect...**and we trust**
3. We contribute...**and we learn**
4. We stand strong...**and we last**
(And we do it **together, always**).

Primary Objective

Within the aims and objectives of Miwatj Health Aboriginal Corporation assist in the provision of efficient and effective driver and reception support to the Miwatj Health Clinics. Perform all duties to ensure and support the smooth running of Miwatj Health Services.

Staffing and budget responsibilities

Nil.

Reporting Relationships

Reports to the Ramingining Health Centre Manager.

Key Responsibilities

- Provide transport to and from clinic for clients requiring follow up or those unable to get independent transport in a culturally sensitive manner.
- In collaboration with the clinic staff, co-ordinate transportation of clients to and from clinics, and airport.
- Accurately record all patient transport movements and interactions on electronic patient information System (Communicare).
- Maintain confidential client information.
- Collect/drop off daily mail, pharmacy, laundry, pathology, client medications, stores and other supplies (e.g. kitchen) and equipment needed by the clinic.
- Work in collaboration with all other health and administration staff.
- Clean and maintain Driver vehicle as per Maintenance Policy.
- Use initiative to assist in the clinic as required including language and cultural support.

- Attend clinic staff meetings as scheduled.
- Provide reception support.
- Contribute to a healthy and safe working environment.
- Comply and full adherence to MHAC workplace practices; including policy and procedure.
- MHAC has a Smoke Free Policy, Staff are not permitted to smoke anywhere on MHAC premises, facilities or vehicle.

Qualifications/Professional registration/other requirements

NT Class C Driver's License, Ochre card.

Selection Criteria

Essential minimum requirements

- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures, values and beliefs.
- Demonstrated skills and ability to communicate sensitivity with Aboriginal and Torres Islander people from different cultural backgrounds particularly those residing in remote Aboriginal communities and traditional homelands.
- The ability to maintain confidentiality and be sensitive to the needs of clients, staff and external agencies.
- Demonstrate the ability to work under limited direction either individually or in a team.
- Possession of a current NT driver's license.
- Possession of a current First Aid Certificate.
- Computer literacy and understanding of the transport module in Communicare system.
- The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

Desirable

Ability to speak an Aboriginal language from the East Arnhem region.

Delegation Authority / Other Functions

ONLY IF APPLICABLE

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.

If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my

performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:	(Employee)	(Manager)
Signed:		
Date:		
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