



Position:	Yulara Clinic Transport Officer PN 823-R
Division:	Health Services Division
Section:	Remote Services
Salary Level	GOL3
Position Reports to:	Yulara Clinic Manager
Location:	Yulara
Last Review:	September 2024

Role Description

The Transport Officer is responsible for providing a safe, efficient and effective transport service to the community enabling clients to access the health services. Additionally the role provides administrative support when required.

Team Description

The position works with a multidisciplinary team including Registered Nurses, GP, AOD worker, Aboriginal Health Practitioner, Administration, visiting Allied Health Professionals and other visiting and specialist services

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

<p>MAIN DUTIES</p> <p><i>(This is not a comprehensive list of all duties required of the position)</i></p>	<ul style="list-style-type: none"> • Provide a professional, courteous and safe transportation service for clients to and from the clinic in line with program requirements, booking schedule and Congress policies and procedures • Provide assistance with client’s special health needs during transportation • Provide a courier service for the clinic • Build relationships with clients to ensure positive experiences with Congress services • Accompany the clinical staff on call outs based on the on-call roster • Ensure all clinic vehicles are kept clean and tidy at all times • Undertake other duties (and training) that are safe, legal, logical, and responsible while being within the limits of employee’s skill, competence and training, consistent with the position classification.
<p>WORK ORGANISATION</p> <p><i>(Planning and coordination)</i></p>	<ul style="list-style-type: none"> • Complete duties under general guidance within clear and established practices • Be an active team member and support a service based work culture showing commitment to the organisation’s strategy, mission, vision and values outlined by the board.



	<ul style="list-style-type: none"> Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress.
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> Conduct vehicle safety check regularly and report any faults or damage Ability to travel to and from remote locations as required Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices Ensure WHS non-conformances or incidents/injuries are notified
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> Conduct all work in line with Congress values which are: Cultural Integrity, Equity and Social Justice, Respect and Empathy, Recognition, Resourcefulness, Responsibility, Relationships. Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.

Person Requirements (*Qualifications & Attributes*)

ESSENTIAL

1. Current C Class Drivers Licence and the ability to maintain
2. Good communication skills
3. Knowledge of local area and ability to work in a cross-cultural environment
4. Current First Aid Certificate or willingness to obtain
5. Willingness, ability and appropriate levels of health and fitness to travel to and work from remote locations.

DESIRABLE

1. Is of Aboriginal descent; identifies as an Aboriginal person; and is accepted as an Aboriginal person by the Aboriginal community
2. Knowledge of a Central Australian Aboriginal language
3. Experience in an administration or clinic reception role

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.

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Position Description Authorised by: **General Manager – Health Services** **September 2024**
Division

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

Employee Name	Signature	Date
Supervisor Name	Signature	Date