

TRANSPORT DRIVER VACANCY

Bulgarr Ngaru Medical Aboriginal Corporation (BNMAC) Richmond Valley provides transport services to our clients in Casino. The primary objectives for the Transport Officer are to collect and return BNMAC clients for GP appointment at the clinic and at times provide long distance transport for Specialist appointments as referred by the Doctors.

Main tasks:

- Transport BNMAC clients to and from Casino for medical treatment.
- Transport BNMAC clients to and from Specialist treatment and other health services as directed by the Program Manager
- Maintain a high level of customer service by being helpful, courteous, considerate and efficient to all persons
- Maintain vehicle in a clean, tidy and safe condition.
- Coordinate the service of and maintenance all BNMAC Richmond Valley transport vehicles.
- Report faults and damage of vehicle to the Program Manager and Finance Officer in a timely manner to minimise operational downtime.
- Maintain log sheets.
- Manage vehicle fleet services and ensure all vehicles are serviced when due
- Record monthly reports and statistics.
- Complete on the job training (First Aid Certificate, Lifting clients and Transporting clients).
- Maintain absolute confidentiality of client's treatment and records
- Be aware of and adhere to requirements of the Privacy Act and Legislation
- Be aware of and adhere to BNMAC Policy and Procedures
- Be aware of and participate in staff performance review
- Attend all gazetted internal and external mandatory training as required.

Selection Criteria:

- Applicants must possess a current "C" Class Open Driver's License valid in NSW. Failure to keep that license will impact on your ability to hold this position.
- Good driving record with no serious driving infringements
- Applicants must possess a NSW Working With Children Check
- *Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- Ability to hold National Police Check if requested by BNMAC
- Computer literacy and ability to keep statistics
- Competent in the use of Microsoft applications (Outlook, word & excel)
- Demonstrated ability to work in a team environment with willingness to assist and support others

Desirable:

- Previous experience working in an Aboriginal Community Controlled Health Organisation
- Awareness of Aboriginal health issues
- Current First Aid Certificate

Please address the selection criteria above and send all applications to hr@bnmac.com.au

All enquiries to: Troy Combo 02 6662 3514