

Bulgarr Ngaru Medical Aboriginal Corporation

Transport Driver Vacancy Casino NSW

Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act NSW 1977.

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:

The successful applicant will be responsible for:

- Transport BNMAC clients to and from medical appointments and other health services as directed.
- Maintain vehicle in a clean, tidy and safe condition.
- Coordinate the service of and maintenance of BNMAC Richmond Valley transport vehicles.
- Report faults and damage of vehicles in the Quality Management system
- Record weekly reports and statistics
- Maintain vehicle log sheets
- Undertake mandatory and job role training as required.

Selection Criteria:

- **Essential**
- Aboriginality is a genuine occupational requirement of this position, exemptions claimed under Section 14D of the Anti Discrimination Act. NSW 1977.
- Current NSW Working With Children Check
- Ability to hold security clearance i.e. National Police Check
- 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.
- Excellent written and verbal communication skills.
- Well-developed interpersonal and customer service skills.
- Demonstrated computer literacy including proficient keyboard and data entry skills
- Ability to work effectively as part of a multi-disciplinary team.
- Ability to work independently and to demonstrate initiative.

- **Desirable**
- Previous experience working in an Aboriginal Community Controlled Health Organisation.
- Current First Aid Certificate

Please address the selection criteria above and send your application including a CV to hr@bnmac.com.au

Please be aware that Bulgarr Ngaru Medical Aboriginal Corporation will be closed from Monday 23 December 2019 to Friday 3 January 2020 inclusive

Closing date: 31 January 2020