

## Transport Officer - Full time

Bourke Aboriginal Corporation Health Service (**BACHS**) is an Aboriginal Community Controlled Health Service providing primary health care services initiated and operated by the local Aboriginal community to deliver holistic, comprehensive, and culturally appropriate health care to the community. BACHS provides a variety of programs under a Primary Health Care model and also offers Visiting Specialist Services.

BACHS offers a great team environment as well as ongoing training and development opportunities. We are seeking a new Transport Officer to provide safe, reliable and supportive transport service to patients.

The key objectives of the role include:

- Provide a professional and reliable transport service to patients.
- Assist in the booking for the transport system.
- Work collaboratively with other teams to ensure that transport services are completed in a timely and effective manner.

Activities of the role include:

- Safely transport patients to and from Bourke as required and in time for scheduled appointments.
- Transport patients to and from specialist appointments safely and in time for scheduled appointments.
- Provide high level customer service, information and general support to patients.
- Coordination and management of cleaning, servicing and maintenance of all transportation vehicles.
- Monitor the safety practices of the transportation service and regularly inform the Deputy CEO on the performance of the service, the welfare of the passengers and any difficulties when transporting clients.
- Utilise track system to monitor vehicle usage and ensure that all documentation is maintained.
- Effectively collaborate with team members to ensure that the transport function is operating effectively and efficiently, while maintaining a harmonious team environment.
- Compliance with and understanding of EEO legislation.
- Assist in the development of and comply with policies and procedures to ensure that the practice is demonstrating consistent practices.

- Attend all mandatory training requirements and participate in staff performance reviews.

Qualifications and Experience:

- Aboriginality
- Current valid Driver's license, minimum of Class "C" or equivalent with a good driving record
- Ability to build relationships with all levels of the organisation and the community
- Good interpersonal skills, including the ability to demonstrated empathy when required
- Demonstrated ability to work independently and proactively manage workload.
- Ability to maintain confidentiality and to exercise tact, initiative and sound judgement
- Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands
- Ability to hold all relevant security clearances including National Police Check and Working with Children clearances

**We would love to hear from you.**

Please note that in accordance with the government health order all BACHS staff must be fully vaccinated.

We offer an excellent range of benefits including:

- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- An opportunity to really make a difference to our community
- Supported study and professional development

To find out more or request a position description please email Kwabena Ansah via [kwabena@bachs.com.au](mailto:kwabena@bachs.com.au)

This position is identified for Aboriginal people and exemption is claimed under section 14d of the Anti-discrimination Act 1977.