

# Bus Driver







Plenty Valley  
Community  
Health

**Plenty Valley Community Health is a Primary Health Service that provide a range of primary health, dental, disability, health promotion & social support services to the growing communities of the outer northern suburbs of Melbourne.**

Planned Activity Groups (PAG) require a Part-time Driver/s for their PAG programs. Current License and experience working with frail older people essential.

You will be responsible for;

-  The safety of all passengers whilst transporting
-  The safe delivery of clients to the program and home
-  To participate in client outings as part of the PAG team
-  Monitoring the quality of resources and equipment and report identified needs

You will have good communication skills, the ability to undertake minor personal care activities and the ability to monitor the general well being of individual clients.

Applications with a resume by COB Thursday 25 March 2010

For more information contact Charlotte Stace, PAG Team Leader on;

Monday & Wednesday	9436 0957
Tuesday	9409 8720
Friday	9716 9419

**Please apply electronically via our website or post to;**

**Human Resources  
Plenty Valley Community Health  
Po Box 82,  
WHITTLESEA VIC 3757  
[www.pvch.org.au](http://www.pvch.org.au)**



**Plenty Valley Community Health**



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## POSITION DESCRIPTION

Position definition	
Position:	Driver
Team:	Planned Activity Group
Award/Agreement:	Health And Allied Services – Public Sector – Victorian Consolidated Award 1998 (which may be modified or replaced in accordance with the Fair Work Act 2009)
Classification:	Driver
Substantive work fraction:	Permanent Part Time
Effective date:	
Approved by:	CEO/Senior Manager Title

### Organisational context

Plenty Valley Community Health (PVCH) provides a comprehensive range of primary health, dental, disability and social support services to the growing population of the Plenty Valley growth corridor in the northern suburbs of Melbourne.

Our challenge is to meet an increasing demand through the provision of new and innovative services, emphasising partnerships, prevention and health education, through a range of health promotion and research activities. There is an expectation that all staff will contribute to these activities.





PVCH is a registered Community Health Centre and a Company Limited by Guarantee. It is funded by state (mainly DHS) and Commonwealth grants and other self-managed revenue activities. It is governed by a Board of Directors elected and appointed from the community. Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, groups and community agencies.

Our staff will continually update their knowledge to take on new responsibilities and challenges.























### Purpose and scope

This position provides the opportunity to work as an important part of the PAG team and to contribute to the the safety, planning, development and implementation of both the activity and support components of the Planned Activity Groups

### Key responsibilities and duties

Service delivery:	<ul style="list-style-type: none"> <li> To follow PVCH PAG transport policies regarding bus safety</li> <li> To report to Fleet Manager when bus requires servicing</li> <li> To keep bus in a clean and safe manner at all times</li> <li> To record accurate log sheets and hand in at the end of each month to Fleet Manager</li> </ul>
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## Key responsibilities and duties

	<ul style="list-style-type: none"> <li> To ensure safe delivery of clients to program and home</li> <li> To participate in regular client outings as part of the PAG Team</li> <li> To perform driving and porter age duties as scheduled by the Team Leader utilising the service fleet vehicle.</li> <li> Monitor the general well-being of individual clients and report any changes to the PAG Team Leader</li> <li> Ability to undertake minor personal care activities</li> <li> Liaise with clients and carers in regards to activities, outings and changes as required</li> <li> Contribute as part of the PAG Team to the planning and development of activities designed to meet the physical and social needs of frail, elderly or people who have a disability with multicultural background.</li> <li> Responsible for the safety and well-being of clients whilst engaged in transporting</li> <li> Accountable for exercising a duty of care consistent with Occupational Health and Safety legislation</li> <li> Accountable for the safekeeping of all assets and equipment under his/her control</li> <li> Responsible for briefing the PAG Team Leader on all issues of operational importance which may involve the safety and well being of service participants or which may impact on cost and time schedules</li> </ul>
Organisational:	<ul style="list-style-type: none"> <li> To abide by the Policies &amp; Procedures and Core Values of PVCH</li> <li> To ensure that the confidentiality of PVCH clients is respected and upheld at all times</li> <li> Actively promote PVCH and its services within the community</li> <li> To undertake Continuing Professional Development</li> <li> Other duties as directed</li> </ul>
Interpersonal:	<ul style="list-style-type: none"> <li> Good communication skills</li> <li> Ability to work effectively as part of the PAG team</li> <li> Empathy with and ability to relate to frail, elderly and or people who have a disability.</li> </ul>
Management:	<ul style="list-style-type: none"> <li> Plan and organise own personal time and work tasks to achieve set objectives within time frame</li> <li> Ability to implement changes to program as directed by PAG Team Leader</li> </ul>
Others (specify):	<ul style="list-style-type: none"> <li> Attend and participate in regular PAG Team meetings,</li> </ul>

## Key responsibilities and duties

supervision meetings, program reviews and other appropriate meetings as directed by PAG Team Leader.

- ✿ Monitor the quality of resources and equipment and report damages or identified needs to the PAG Team Leader.
- ✿ To ensure the confidentiality of the organisation's clients is respected and upheld at all times.
- ✿ To promote good public relations on behalf of the organisation
- ✿ Carry out other duties as required by the PAG team.

## Key selection criteria

- ✿ To hold a current Victorian full drivers licence
- ✿ Experience and ability to work with frail, elderly and or people who have a disability with multicultural background
- ✿ Ability to contribute and work as a member of the PAG team
- ✿ Demonstrated flexibility and ability to carry out duties as outlined in this position description
- ✿ Ability to accept direction and complete tasks using initiative and effective time management.

## Core competencies, attributes and capabilities

Clinical/professional:

- ✿ Thorough understanding and absolute commitment to the principles and practises of infection control regulations and procedures

Client orientation:

- ✿ Demonstrated commitment to social justice and advocacy on behalf of clients
- ✿ Demonstrated sensitivity to Culturally and Linguistically Diverse (CALD) individuals and communities
- ✿ Demonstrated commitment to access and equity for individuals from disadvantaged communities

Interpersonal:

- ✿ Well developed written and oral communication skills
- ✿ Ability to liaise effectively with clients, community groups, other employees and external agencies
- ✿ Ability to negotiate and gain co-operation and support from others in a team environment

## Core competencies, attributes and capabilities

Computer:	<ul style="list-style-type: none"><li>✿ Sound demonstrable knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint) and Internet Explorer</li><li>✿ The employee must have the capacity to quickly learn the workings of the PVCH electronic records systems</li></ul>
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## Mandatory and desirable qualifications and experience

Mandatory:	<ul style="list-style-type: none"><li>✿ Experience in provision of safe driving</li><li>✿ A current Victorian Drivers Licence</li><li>✿ A current First Aid Level Two Certificate</li></ul>
Desirable:	<ul style="list-style-type: none"><li>✿ Endorsed Licence</li></ul>

## Conditions of employment

Remuneration:	<ul style="list-style-type: none"><li>✿ In accordance with Award</li></ul>
Location:	<ul style="list-style-type: none"><li>✿ The employee will be expected to work, either temporarily or permanently, at any site operated by PVCH</li></ul>
Hours of duty:	<ul style="list-style-type: none"><li>✿ 5 Hours split shifts Monday and Wednesday or either day</li><li>✿ Flexible for all days of the week</li></ul>
Pre-employment checks:	<ul style="list-style-type: none"><li>✿ A Police Check is mandatory. In accordance with PVCH Policy, relevant convictions will be taken into consideration when considering applicants for this position</li><li>✿ A medical examination is required to ensure that the employee is medically able to fulfil the duties of this position without predictable risk to him-or herself or to others, particularly with respect to conditions that may not be known</li></ul>
Probationary period:	<ul style="list-style-type: none"><li>✿ Confirmation in this position is subject to a 3 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Responsibilities and Duties. This probationary period is regarded as an extension of the interview process</li></ul>

**Acknowledgement**

Employee signature:

Employee name:

Date: