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| **Job Title:** | After Hours Driver/Cleaner | | |
| **Classification:** | Driver [MA000115] | **Department:** | Primary Health Care (PHC) |
| **Location:** | Manayingkarirra Primary Health Care Centre | **Program:** | Afterhours |
| **Reports to:** | Primary Health Care Manager and Workforce Coordinator | | |
| **Collaboration:** | Manayingkarirra Primary Health Care Centre and other Mala'la Health Programs | | |
| **Employment Conditions:** | Mala'la Health Service Aboriginal Corporation Enterprise Agreement 2024-2027 | | |

## JOB DESCRIPTION

### POSITION FUNCTION

TRANSPORTATION OF CLIENTS WHO REQUIRE ASSISTANCE TO ACCESS TO THE HEALTH CENTRE SERVICES AFTERHOURS. BASED AT THE HEALTH SERVICE 3-4 NIGHTS A WEEK WITH A NURSE. BE RESPONSIBLE FOR THE CLEANING OF THE HEALTH CENTRE AS A SECONDARY DUTY.

### ROLE AND RESPONSIBILITIES

**Health Centre Services Primary Responsibilities**

The following are the core responsibilities:

- Support the RAN on shift to facilitate the safe and practical transport of clients accessing the Health Centre after hours
- Support the RAN on shift to respond to emergency call outs as directed
- Participate in BLS (Basic Life Support) when needed and be familiar with the location of emergency equipment in the Emergency Room and retrieval vehicle
- Be responsible for the cleaning of the Health Centre in-between clients
- Complete risk assessments to identifying potential hazards, and collaborate with nursing staff to plan and implement control measures to address hazards associated with call-outs/home visits
- Check afterhours vehicles (including emergency vehicle) and associated equipment to ensure safe working function at all times
- Equipment cleaning and maintenance
- Provide immediate response to assist in managing aggressive individuals and related security incidents within or around the Clinic
- Ensure patient privacy and dignity is considered and maintained at all times
- Provide excellent, helpful service to patients, visitors and staff
- Actively seek to understand patients and their families' expectations and issues
- Provide general assistance in the Clinic as requested/required
- Assisting with setting up clinical rooms ready for patients

**Health Centre Cleaning**

- Cleaning clinical rooms and other designated areas of the Clinic ensuring a safe and hygienic environment for staff and patients by maintaining the cleanliness of the clinic floors, rooms, bathrooms and furniture. Ensure where applicable areas are:
- Vacuumed
- Damp mopped
- Damp dusted

- Safely empty and subsequently clean clinical and general waste bins, ensuring waste is placed in the appropriate receptacle
- Adhere to the periodic cleaning schedule, ensuring all activities are completed
- Use cleaning equipment in a safe and effective manner, adhering to manufacturer's instructions
- Replenish all consumable items (soap, hand towels, toilet roll etc.) as required
- Adhere to the colour coding system for cleaning equipment at all times, seeking appropriate guidance if required
- Ensure all cleaning materials are stored in a safe and secure manner, adhering to WHS legislative acts and guidance
- Report any defects found during the cleaning process to line management in a timely manner
- Ensure Infection Prevention and Control measures are maintained at all times as per local policies and procedures to ensure a safe and hygienic environment for staff and clients.
- Reporting any maintenance or repair needs to the Clinical Operations Coordinator
- Security checks of building

**Information Systems**

- Adhere to the information technology policies of Mala'la Health Service

**Professional Development**

- Participate in appropriate professional development to maintain and develop professional expertise, skill and knowledge
- Emergency response
- Infection Prevention and control

**Work, Health and Safety**

- Minimise risks to self and patient through consistent adherence to safe manual handling principles and infection prevention and control guidelines in completion of all duties.
- Be familiar with and apply safety guidelines, policies and procedures
- Report safety hazards within the workplace
- Identify and assist in rectifying safety hazards within the workplace environment
- Remaining calm and effectively promoting the safety of patients, staff and visitors, when dealing with people who are, or may become, aggressive or violent

**Mandatory Requirements**

- Satisfactory Criminal History Check
- Current NT Working with Children Clearance Ochre card
- Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment
- Compliance with all policies and procedures of Mala'la Health Service
- Report to the CEO immediately of any personal criminal charges or convictions that arise
- Participate in annual essential training
- Participate in annual performance review with the Workforce Coordinator

**SELECTION CRITERIA**

**Essential**

- Excellent communication and customer service skills
- **Current First aid**
- Current (Annual) BLS certificate/competency
- Safe 4WD driving practices
- Display a mature attitude with a commitment to confidentiality
- Ability to work independently with minimal supervision and flexibility
- Ability to work effectively as a member of a team and take directions
- Current manual Driver's License
- Satisfactory Criminal History Check
- Current NT WWCC Ochre card
- Experience working and communicating with people, having a friendly and respectful approach to work sensitively within a cross-cultural setting
- Demonstrate and adhere to safe work practices at all times
- Adhere to work procedures and be willing to embrace change
- Be committed to the delivery of safe patient centered care

**Desirable**

- Experience working within an Aboriginal Medical Service
- Experience living in a remote Aboriginal community
- Demonstrated ability to engage and work effectively within a remote Aboriginal community

**ACCEPTANCE OF RESPONSIBILITIES**

I have read the requirements and responsibilities outlined in this Position Description, MHSAC Code of Conduct, Employment Terms and Conditions and agree to meet and adhere to these, and have my performance monitored and evaluated in relation to my performance in the role as detailed through this document.

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| **Signature of Appointee:** | | **Date:** | |
| **Signature of Mala'la authorized personnel:** | | **Date:** | |