



EMPLOYMENT PACKAGE
Aboriginal Transport Officer

BUNGREE ABORIGINAL ASSOCIATION
Transport Team

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1. JOB ADVERTISEMENT

NOTE: Being Aboriginal or Torres Strait Islander is a genuine occupational qualification for this position as described under *Section 14(d) of the Anti-discrimination Act, 1977 NSW*



Position Vacant

F/T Aboriginal Transport Officer

Transport Program Team

Overview of Position: Bungree's transport provides services to our elderly, frail aged, people with a disability and our most disadvantage community members living on the Central Coast. We provide transport to medical and health appointments, social outings, shopping trips, community events, out of area appointments to Sydney and Newcastle for medical and health professional appointments.

This is an identified position under Section 9A of the NSW Anti-Discrimination Act 1977

NOTE: Applicants **MUST** obtain an employment pack, complete all relevant paperwork & address the selection criteria.

Enquires: Suzanne Naden on 02 43500100 or email: enquiries@bungree.org.au

Closing date: 5.00pm Friday 22 February 2019

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2. REQUIREMENTS FOR EMPLOYMENT

ESSENTIAL CRITERIA

- Aboriginality
- Certificate III Community Services, equivalent and/or other work experience
- Have a current licence to drive vehicles that seat more than 12 adults
- Have a clean driving record
- Demonstrated experience in working with elderly, frail aged, people with a disability and disadvantaged community members.
- Ability to work independently as well as part of a team
- Sound written and oral communication skills
- Computer skills
- Current Drivers Licence

MANDATORY

- Confirmation of Aboriginality
- National Criminal History Record Check
- Working with Children's Check
- Drivers Licence

INFORMATION

Applications marked **CEO Bungree** may be;

Delivered in person to: 7B Pioneer Avenue Tuggerah NSW 2259

Post: PO Box 3070 TUGGERAH NSW 2259

Email: enquiries@bungree.org.au

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3. ABOUT BUNGREE ABORIGINAL TRANSPORT PROGRAM

Bungree provides much needed transportation assistance to member of the Aboriginal community in the Central Coast Region.

Our services are available for the elderly, frailed aged, people with a disability and people who have no or limited access to private or public transport due to their location, when they need to travel, their financial resources or physical and cognitive capacities.

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4. BUNGREE ABORIGINAL ASSOCIATION ORGANISATION CHART



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5. POSITION DESCRIPTION

POSITION TITLE: ABORIGINAL TRANSPORT OFFICER		
POSITION DESCRIPTION		
Team:	Transport Program	
Section	My Age Care Team	
Direct Reports:	Nil	
Reports to:	Team Leader – My Age Care Team	
<u>Purpose of the Position:</u>		
<ul style="list-style-type: none"> To drive passengers in service cars or buses, driving individual or groups to medical and health professional appointments. Driving clients to social and community events, individual shopping and other approved appointments. 		
<u>Key Performance Indicators</u>		
The following key accountabilities list will appear in your Performance Agreement if you are successful in your application for this position.		
Primary Purpose	Duties & Responsibilities	Specific Job Skills /Performance Indicators
1. Transport Driver	Transport Driver	<ol style="list-style-type: none"> Getting our clients to their destination safely and on time Delivering great customer service Identify any emerging risks or concerns for the clients and Bungree Aboriginal Association Keep accurate trip records Be self-motivated and work unsupervised as well as part of a team. Have excellent communication skills

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		7. Have excellent customer service skills
2. Administration	Administrative tasks associated with the position	<ol style="list-style-type: none"> 1. Maintain all client files and records 2. Document all contact with clients and carers 3. Maintain the CTABS data base for your client trips both in the office and on the vehicles 4. Secure all personal information 5. Promoted Bungree Transport Services to Medical and Health venues.
3. Systems	<p>Mandatory Obligations</p> <p>WH&S</p>	<ol style="list-style-type: none"> 1. Adhere to policy, in particular, confidentiality, security, and mandatory training. 2. Ensure that all reports related to Child Protection Issues are immediately reported to the Team Leader as per the <i>Children and Young Persons (Care and Protection) Act 1998 (the Care Act)</i> in line with Bungree's policies 3. Complete all contractual data and reporting 4. Premises, equipment and vehicles are maintained in a safe condition 5. Be responsible for WH&S, to be alert to and report WH&S hazards 6. Install and uninstall child safety restraints in vehicles 7. Maintain vehicle logs, services and general upkeep of the vehicles used within Bungree fleet

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6. THE APPOINTMENT PROCESS

Appointment to the position is based on merit. Merit is determined through an assessment of your abilities as they relate to the position. To determine your merit, the selection committee will rely on –

- Your application, comprised of your Resume and your Claim to the Position
- An interview (if you are called) and the opinion of your referees (if you are short listed after interview)
- If you are successful but before you are officially appointed, you may be expected to verify your credentials and provide certified copies of your academic or other records. It is suggested you organise this so they will be ready if requested.
- Before you are officially appointed all necessary Working With Children's Check and Police Check's will be carried out.

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7. HOW TO APPLY

- To apply for the position, send your Resume and Claim for the Position by email, post or in person to CEO Bungree by the due date as given on the Job Advertisement.
- A covering letter is not required, however, if you do wish to provide one please keep it to one page.
- Please follow the advice below when composing your Resume and Claim for Position.

RESUME

To help ensure that your resume is compelling to read and tailored to the position, please use the following format and approach:

TITLE/HEADING

RESUME: (ADD YOUR NAME AND FULL CONTACT DETAILS INCLUDING PHONE AND EMAIL ADDRESS)

SUMMARY

Summarise your career in one page showing how you progressed to where you are today and including activities or achievements that relate to the position you are applying for.

EDUCATION

Indicate your schooling e.g. Year 10, Year 12.

List any TAFE or University studies commenced or have completed since you left school or are currently undertaking, showing the institution, the name of the course or programme, the years you attended, the credential you achieved or hope to achieve e.g. degree/diploma/certificate.

Give details of any subjects you studied that you believe have equipped you with skills relevant to the position you are applying for *NOTE: if you have attended short courses, include them under ENGAGEMENTS (see below).*

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List your employment history in reverse chronology i.e. beginning with your most recent appointment and including any previous employment in the Community Welfare or related sector.

For each job in which you were employed, give the job title, name of employer, dates, a brief description of your functions and responsibilities.

ENGAGEMENTS

Include here any organisations you belong to, boards and committees you may serve on (past and current), short courses and conferences you have attended, community work you have done or are doing.

Focus on those that you believe have given you skills, attributes, networks etc. relevant to the position.

DOCUMENTATION

Confirmation of Aboriginality.

Completed Applicant Declaration and Consent (Working with children Check) to be submitted at time of interview, if granted.

CLAIM FOR POSITION

You must meet each of the essential requirements given in the job advertisement. Meeting some or all of the desirable requirements given in the job description may improve your chances.

To show you meet the requirements, compose a Claim for Position with the following information:

TITLE/HEADING

CLAIM FOR (TITLE OF POSITION): (ADD YOUR NAME AND FULL CONTACT DETAILS INCLUDING PHONE AND EMAIL ADDRESS)

ESSENTIAL REQUIREMENTS

List each of the essential requirements in the position description and describe how you meet them

DESIREABLE REQUIREMENTS

List each of the desirable requirements in the job advertisement and describe how you meet them

REFEREES

Give the names of no more than three people who can provide information on your employment and work performance relevant to the requirements for the position

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8. THE INTERVIEW AND REFERENCE CHECK

The interview will be conducted by a selection panel of at least three people of whom at least one is male and one female. The panel will include the manager of the position you are applying for, Chief Executive Officer of Bungree Aboriginal Association an independent (a person not employed by Bungree Aboriginal Association), and another person who can contribute to the selection process.

Before the interview

The panel will assess your Claim for the Position. If you meet the essential requirements and some or all of the desirable requirements, they will also consider your Resume.

At the interview

The most competitive applicants will be called for an interview where you will not only be asked questions but invited to engage with the panel to discuss:

- Your career, education and engagements (as described in your Resume).
- Your ability to meet the requirements for appointment (as set out in your Claim for the Position) and to perform the job (see the Position Description, above).
- You will be free to tell the panel more about particular areas of your application, to ask questions about the position, and provide the panel with more information to help your application.

After the interview

- The panel will rate the strengths and weaknesses of each applicant and prepare a short list.
- Referees will normally be contacted before a preferred candidate is recommended for appointment, and a Working with Children's check will be conducted. If you have not included names of referees in your claim for Position, you will be contacted to provide.
- You will be advised in writing the result of your application normally within 2 weeks of interviews.
- If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview.

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9. APPOINTMENT AND CONDITIONS

- If your application is successful, a Bungree Aboriginal Association representative will contact you and offer the position to you.
- If you accept the offer you may be required, before the appointment is confirmed, to provide proof of your identity and any other necessary documentation that may be relevant including certified educational records.
- A Working with Children check will be conducted as per Child Protection (PROHIBITED EMPLOYMENT) Act 1998
- A National Criminal Record Check will be conducted