



## Position Description

<b>Position Title:</b>	<b>Driver &amp; Grounds Worker</b>	<b>Department:</b>	<b>Practice Management</b>	<b>Primary Work Location:</b>
<b>Position Supervisor:</b>	<b>Practice Manager</b>	<b>Position Context:</b>	Riverina Medical and Dental Aboriginal Corporation (RivMed) provides medical, dental, health and family support services to Aboriginal people and their families in Wagga Wagga and surrounding areas. The maintenance and grounds worker would maintain the external areas of RivMed Wagga Wagga locations. This role would also perform basic maintenance in these locations, which would be limited to handyperson type duties.	
<b>Supervises:</b>	<b>Nil</b>			
<b>Position Objective:</b>	This position has two objectives: <ol style="list-style-type: none"> <li>to ensure that RivMed grounds are tidy, general support provided and to perform small maintenance jobs.</li> <li>To promote access to health services through the safe transport of clients to and from medical appointments including specialist appointments in and around the Wagga Wagga region.</li> </ol>			
<b>Duties &amp; Responsibilities:</b>	<b>Grounds &amp; Facilities</b>			
	Grounds Maintenance <ul style="list-style-type: none"> <li>Twice weekly leaf blowing of the entrances and carpark areas</li> <li>Ensuring grounds are free from rubbish</li> <li>Basic pruning and weeding of gardens</li> <li>Watering garden areas as needed</li> </ul>			
	Cleaning undertaken to COVID-19 standards, as otherwise instructed based on known risks.			
	General Maintenance <ul style="list-style-type: none"> <li>Undertake basic handyperson and maintenance duties (excluding any building or maintenance duties that require licenced trades)</li> <li>Ensure each RivMed car is washed monthly, reporting to manager any damage or issues concerning the cars including cleanliness.</li> </ul>			
	<b>Transport</b>			
	Undertake any general errands reasonably required such as pick up of supplies for RivMed.			
	Drive safely with due care, following all road rules and having regard for the conditions at the time. Immediately notify the CEO of any pending or actual traffic or other charges that may affect continuation in the role.			
	Regularly check the safety equipment of and within the vehicle to ensure clients are kept safe during travel.			
	Assist clients enter and exit the transport vehicle.			
	Respond to any emergency situation, medical or other, in an appropriate manner.			
<b>Success Indicators:</b>	Zero concerns about hygiene and cleanliness of facilities and grounds			
	All grounds and building maintenance performed in line with schedule, service priorities and the weather or other factors			
	All transport services are delivered in line with requests			
	Vehicles are maintained appropriately including with fuel in them – no delays to priority client needs			
<b>Authority:</b>	<b>Without referral to manager –</b>		<b>Referred to Manager</b>	



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<p><b>Eligibility for appointment:</b></p>	<ul style="list-style-type: none"> <li>• Motivation to provide service excellence</li> <li>• Experience in basic building and grounds maintenance including the use of relevant tools and equipment</li> <li>• An excellent driving record supported by holding a current NSW drivers licence</li> <li>• Ability to work independently and in a team environment</li> <li>• Good interpersonal communication skills combined with experience with diverse groups of people including internal and external stakeholders</li> <li>• Autonomous with the ability to prioritise tasks also with the ability to take direction in meeting the priorities of the service and its clients</li> <li>• Proven time management skills</li> <li>• Ability to manage a crisis situation</li> <li>• Aboriginal Identified Position -Aboriginality is a genuine qualification for this position and is authorised under S.8 of the <u>Racial Discrimination Act 1975 (Cth)</u></li> </ul>
<p><b>Eligibility to remain in position:</b></p>	<p>On-time submission of employee screening checks including but not limited to Police / Criminal, Working With Children (paid employee) as relevant to the position.</p> <p>Full adherence to RivMed policies and procedures including but not limited to:</p> <ul style="list-style-type: none"> <li>➤ Bullying and Harassment;</li> <li>➤ Vehicle and Mobile Phone use;</li> <li>➤ Equal Employment Opportunities;</li> <li>➤ Work, Health and Safety.</li> </ul> <p>Honest and genuine participation in RivMed’s ongoing performance planning, learning and development and appraisal processes.</p>

The employee and the supervisor have read, understand and commit to achieving the above as indicated by signatures below.

Employee Name:		Employee signature:		Date:	
Supervisor Name:		Supervisor signature:		Date:	