

<b>POSITION TITLE</b>	<b>Community Transport Driver</b>		
<b>POSITION OVERVIEW</b>	Assist people who are ageing and/or have a disability to access and remain active in the community by providing a quality transport service in accordance with the Aged Care Quality Standards.		
<b>CLASSIFICATION</b>	SCS Level 2	<b>SERVICE AREA</b>	Aged Care
<b>EMPLOYMENT STATUS</b>	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Casual		<b>HOURS PER WEEK</b> TBC
<b>LOCATION</b>	Shea Street		
<b>IMMEDIATE MANAGER</b>	Transport and Social Groups Coordinator		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Limited Enterprise Agreement 2024		
<b>REPORTING RELATIONSHIPS</b>			
<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Volunteers
<b>KEY RELATIONSHIPS</b>			
<b>INTERNAL</b>	Transport coordinator, other transport drivers		
<b>EXTERNAL</b>	Commonwealth home support program service users		
<b>KEY ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"> <li>Provide safe and appropriate community transport to meet the needs and goals of service users as directed by the Transport Coordinator.</li> <li>Respond to the needs of ageing people and/or people with a disability in a kind and professional manner.</li> <li>Embed a Reablement approach in service delivery to build on individuals' strengths and goals, with the objective of fostering greater independence and, where possible, less reliance on care services.</li> <li>Be part of community activities to enable service users to remain active within the community.</li> <li>Ensure the organisation's motor vehicles are used responsibly and safely in accordance with the transport and fleet policies and procedures.</li> <li>Collect financial contributions from service users, daily and hand this to the Coordinator at the end of each shift.</li> <li>To work as part of the team in ensuring Community Transport is meeting Key Performance Indicator (Target outputs) of no lesser than 95% of funding agreement.</li> <li>Undertake data collection and provide data to the coordinator to input the data into the system at the end of each day, and provide information and liaise with Community Transport Coordinator as determined by the Aged Care Services Manager.</li> <li>Work in accordance with the Aged Care Quality Standards for service delivery – Standards 1 Consumer Dignity and Choice.</li> <li>Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisational goals and timeframes.</li> </ul>			

- Actively participate in staff/team meetings and organisational activities.
- Regularly evaluate personal performance with the supervisor.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.

### EXPERIENCE & QUALIFICATIONS

<b>Essential</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated ability to provide sensitive and appropriate support to people who are ageing and/or have a disability.</li> <li>▪ Good interpersonal skills to communicate clearly with service users.</li> <li>▪ Current ACT drivers licence applicable to both manual and automatic transmissions and an exemplary driving record.</li> <li>▪ Computer literate in a "windows" environment.</li> <li>▪ Demonstrated understanding of professional boundaries, privacy and confidentiality.</li> <li>▪ Current ACT Working with Vulnerable People registration.</li> <li>▪ Current First Aid certificate or willingness to obtain one.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Understanding of the diverse needs of people who are ageing and have a disability.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.</li> <li>• Ongoing employment is subject to a satisfactory Police check, maintaining a current ACT Working with Vulnerable People registration.</li> <li>• Able to work outside normal business hours if required.</li> <li>• Able to safely perform manual handling and lifting duties e.g. mobility equipment and shopping needs.</li> </ul>

<b>Document History</b>	<b>Original:</b> January 2020	<b>Revised:</b> March 2025	<b>Version:</b> V5
<b>Employee's name</b>		<b>Signature</b>	<b>DATE</b>