



Position Description

Position Title:	Driver
Department:	Warragul Linen Service (WLS)
Employment Type:	As per Employment Contract
Reporting Relationship:	Responsible to the Transport Team Leader (WLS)
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2016-2020
Division:	People & Culture / Linen Service
Classification:	Driver (JJ9, JJ8, JJ7, JJ4) dependant on vehicle to be driven by the incumbent
Location:	West Gippsland Healthcare Group (Hospital Site)

Position Summary:

This position is to provide a delivery of clean and a collection of soiled linen from a large customer base, using the available fleet to transport linen to and from the site to the required storage areas of the end users, assisting with unpacking and ordering if required in conjunction with the customers linen supply agreement.

Organisation Overview:

The West Gippsland Healthcare Group (WGHG) is a sub-regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. Services include the Community Services Centres in Warragul and Trafalgar, the Rawson Community Health Centre, Coinda Lodge Aged Care Residence, Andrews House Aged Care Residence, Warragul Linen Service and the West Gippsland Hospital. The Healthcare Group has 110 Aged Care and 102 Hospital beds, and provides a broad range of services including acute medical and surgical, paediatric, obstetrics & gynaecology, emergency, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

Vision:

To deliver the best health outcomes for the West Gippsland community.

Mission:

To improve the health and wellbeing of our community by enabling access to high quality, contemporary, person-centred healthcare.

Our Values:

Our behaviours and decision making centres around Our Values of:

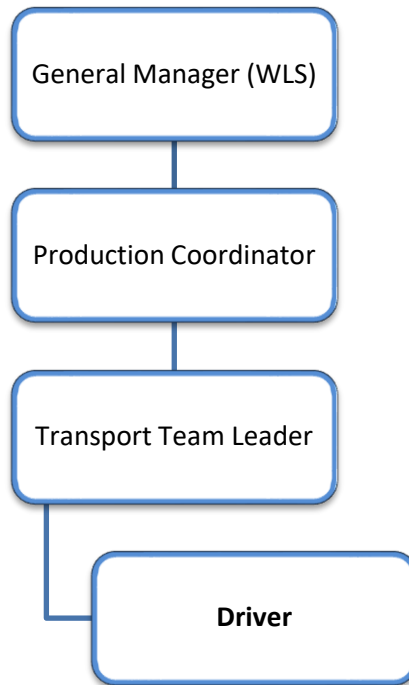
- Respect – we treat others as we would like to be treated
- Leadership – we role model the desired behaviours and speak out when this is not demonstrated
- Accountability – we take personal responsibility for our actions and results

- Collaboration – we work effectively with our consumers, staff and community
- Improvement – we look for opportunities to improve our services and outcomes

Organisational Structure:

A Driver will report to the Transport Team Leader.

Direct reporting line:



A Driver will be required to liaise with:

- | | |
|-------------|---|
| Externally: | Customers |
| Internally: | Administration, Safety, Continuous Improvement, Transport, Maintenance, Production, General Manager, Despatch Coordinator and Linen Distributors. |

Qualifications, Skills & Experience:

Mandatory:

- Hold a current Victorian license compatible with the registered fleet of WLS.
- Demonstrates interest in transportation of goods and large vehicle operations.
- Basic knowledge of large vehicle mechanics and specifications.
- Demonstrates teamwork, flexibility and commitment.
- Communication and people skills.
- A thorough understanding and respect for confidentiality requirements.
- Responsible and mature work attitude.

Desirable:

- Previous experience in providing a service through delivery and transportation of goods.
- Previous experience within a hospital or health care environment.

Key Selection Criteria:

- Ability to communicate constructively and effectively with team members and key stakeholders.
- Ability to work independently with minimal direction.
- Excellent oral and written communication skills.

Personal Attributes:

- Commitment to providing a customer focused service.
- Ability to use initiative.
- Capacity and willingness to be flexible and adaptable.
- Commitment to corporate vision, mission values and agreed critical strategies.

Key Responsibilities:

- Conduct visual inspections of the vehicle before any departure from Warragul Linen Service, which includes fuel, oil, water and tyre checks.
- Top-up fuel (all vehicles) and Ad-blue (select vehicles) as required in preparation for the next driver and/or delivery. It is a requirement to check these regularly and top-up if less than half full.
- Liaise with the Despatch Coordinator and Supervisor to establish a number and destination of clean linen crates, packed and ready for distribution before loading the vehicle.
- Load crates into the vehicle in a manner that ensures efficient unloading at customer premises, using shoring bars that allow no movement of crates during transport.
- Maintain sufficient empty crates at customer premises as arranged for the collection of soiled linen.
- Unload crates in a safe manner that provides no risk to surroundings, equipment and bystanders.
- Disinfect and sanitise all internal fleet bodies and cabins in conjunction with organisational and Australian Standards.
- Wash and maintain a clean fleet as required, or as requested by the Transport Team Leader.
- Report any issues or maintenance needs to the Transport Team Leader.
- Supplied uniform is kept clean and presentable which aligns with the Warragul Linen Service image as a professional, high quality organisation.
- Review work practices and suggest efficiency improvements when identified.
- Prompt completion and handling of paperwork across soiled and clean sides of the organisation.

Confidentiality:

- Ensure that any personal, private or sensitive information obtained regarding a staff member or client remains confidential.

Safety:

- Wear appropriate clothing and footwear to minimise the risk associated with transporting goods.
- Complete any OHS training associated with the Driver role, as required by the employer.
- Look out for the safety and welfare of team mates, members of the public and others.
- Report any injuries, incidents, hazards and near misses using the associated procedure.

Personnel Reporting To This Position:

- As required by scope of continuous improvement, quality administration and projects.

Personal Responsibilities:

- To work within the organisation's vision and mission.
- Comply with all Occupational Health & Safety Regulations.
- Comply with all legislative requirements and standards.
- To complete mandatory training that has been identified as being a requirement of the position.
- To uphold the organisation's commitment to child safety and proactively manage the risks of abuse to children.
- Participate in continuous quality improvement.
- To participate in an annual performance appraisal every twelve (12) months.
- To practice Health Literacy principles in everyday practice.

Conditions of Employment:

Employment subject to:

- Provision of satisfactory Police Record Check
- Provision of valid Working with Children Check
- Entitlement to work within Australia

- 6 months probationary period.
- Comply with all WGHG policies and procedures.

Reviewed By:	WLS General Manager
Last Review Date:	February 2021
Date to be Reviewed:	February 2024

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Date: _____ / _____ / _____

As an inclusive employer, we are committed to improving and promoting gender equality and encourage applications from all parts of our community, including Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTI people, and people with lived experience of disability.

As a Child Safe organisation, West Gippsland Healthcare Group promotes the safety, wellbeing and inclusion of all children, including those with disability.