

Transport Officer



Employment Type: Full Time / 1FTE / 75 Hours per fortnight

Contract Term: Ongoing

Remuneration: Driver – Grade 1 – \$67,462.20 FTE

Supervisors Position / Reports to: Corporate Services Manager

Employee Benefits:

Above Award Wages, Attractive Not-for-Profit Salary Sacrifice Benefits, Ambulance Membership cover, Employee Assistance Program, Health & Wellbeing Incentives.

About Us

Nunyara is an RACGP-accredited health service committed to providing culturally appropriate care, health promotion, and education for the Aboriginal community. We're more than just a health service; we're a community, and we're seeking someone who is motivated and shares our passion for making a positive impact.

About the Role

As our **Transport Officer**, you will support Aboriginal clients and their families in Whyalla to access medical and health-related appointments by providing safe, reliable and culturally appropriate transport. Working as part of the Nunyara Aboriginal Health Service team, you will also advocate for clients and help connect them with services that support their health and wellbeing.

What You'll Do:

- Transport clients to medical and health-related appointments
- Maintain accurate client transport statistics and records
- Transport paperwork, supplies, patient medication, catering, food, groceries and general office supplies as required
- Maintain the cleanliness of Nunyara vehicles, including regularly cleaning high-touch surfaces with antibacterial cleaner
- Prepare paperwork, including vehicle logs, incident reports and accident reports
- Conduct regular vehicle inspections to support safe and reliable transport services
- Follow Work Health and Safety requirements, including infection control measures such as mask wearing and regular use of hand sanitiser where required

What We're Looking For: A reliable, respectful and culturally aware person with a strong commitment to supporting Aboriginal clients and their families. You will have good communication skills, sound time management, a current driver's licence, and the ability to provide safe and professional transport services while working both independently and as part of the Nunyara team.

Respecting culture;
Acknowledging diversity

Applicant Requirements

Essential Checks

- ☐ Working with Children Clearance (WWCC)
- ☐ National Police Clearance Check

Other Essential Requirements

- ☐ Australian Driver's Licence
- ☐ Provide an Immunisation History Statement

Desirable

- ☐ Safe Environments for Children and Young People Certificate
- ☐ First Aid Certificate

Instructions for submitting your application

- ☐ Provide a covering letter introducing yourself to us
- ☐ Address your skills and experience against the **selection criteria** in the Job and Person Specification
- ☐ Provide a current resume, including at least two referees- one of whom must be your current or most recent Supervisor.
- ☐ Disclosure of any disability or injury previous or current
- ☐ Attach proof of essential checks & requirements (Desirable documentation may also be attached)

Email all of the above to admin@nunyara.org.au or alternatively, drop a printed copy to Nunyara Administration building at 76 Bastyan Crescent, Whyalla Stuart SA 5608.

For more information, please email admin@nunyara.org.au

Closing date:
5:00pm Friday the 11th of September

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