



Application Pack

**Permanent Full or
Part time Driver**

st george
community.

Introduction

Thank you for your interest in St George Community Transport.

Our application pack is designed to assist you with information that will support your decision making regarding this position and ensure you are well prepared for the application process.

It contains the following:

- Our selection process
- Position Overview and requirements
- Our Organisational Values
- Our Vision, Our Mission, Our Commitment

Additional information about St George Community Transport can be found on our website www.stgct.org.au.

Please contact Human Resources at St George Community Transport by phoning 02 9585 3000 or email fiona.nelson@stgct.org.au with any questions, or to follow up on your application.

Selection of Merit

All appointments to St George Community Transport are based on merit i.e. each application is assessed on merit against knowledge, skills, experience, qualification and standard of work performance identified in the position description and advertisement.

The applicant who demonstrates the strongest fit against these selection criteria in their application and throughout the selection processes is recommended to the position.

Position Overview and requirements

Job title:	Driver
Reporting to:	Fleet Manager
Responsible For:	To provide support for older people, people with disability, and other vulnerable members of the community to access trusted and reliable community services.
Award:	Passenger Vehicle Transportation Award 2020
Level:	Grade 3
Location:	Mortdale
Hours per week:	As contract Part time / Full time

OPERATING ENVIRONMENT

St George Community Transport (SGC) is a not-for-profit organisation that is committed to improving the lives of its customers, by encouraging and facilitating their mobility, independence and sense of community.

SGC is funded by Transport for NSW under the Commonwealth Home Support and the NSW Community Transport programs.

PURPOSE OF THE POSITION

Provide safe, reliable and comfortable transport for all clients, in accordance with the service's policies and procedures and complying with all traffic and related legislation.

SELECTION CRITERIA

Mandatory qualifications

- Minimum LR licence
- Valid NDIS Worker check or Cleared National Criminal History record check
- Valid Working with Children Check.
- Current First Aid & CPR Certificates – or willingness to obtain prior to commencement of role
- National Police Check (less than 3yrs)
- Satisfactory safe driving record (verified annually)
- Point to Point licence registration - or willingness to complete during probationary period
- Driver's Authorisation - or willingness to complete during probationary period
- Pass a health assessment, equivalent to bus and taxi drivers

Essential skills

- Safe and experienced driver
- Well-developed written and verbal communication skills. Excellent time management skills to achieve effectiveness in managing conflicting priorities and meeting deadlines
- Well-developed people and relationship skills with proven ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment
- Excellent administration skills including ability to complete log sheets and vehicle inspections

Knowledge

- Detailed geographical knowledge of the area including major local landmarks
- Detailed knowledge or the ability to quickly acquire knowledge of the organisation's objectives, goals, policies and procedures

Experience

- Two (2) years of proven experience in a similar role or in a position with a similar skill set, and
- Proven experience to effectively communicate with people with disability and their carers

Organisational Values

Safety

We commit to prioritising the safety of our clients when travelling or while they are receiving services at home and in the community. All staff undergo appropriate training, and we are constantly assessing our procedures to see where there are opportunities for improvements.

Respect

We foster a collaborative environment that respects and encourages the contributions of staff, volunteers, and clients. All contributions are valued equally, and we work hard to achieve the best outcome for all involved.

Integrity

We are governed by our Board, which leads our compliance with the legislation and standards under which we operate. The risks faced by our business and our financial stability are overseen by our Board.

Teamwork

We know that we can achieve more when we work together. We embrace diversity, encourage open communication, and share decision-making.

Excellence

We work to continuously improve our service offering and provide our community with the resources they need to make positive choices in their lives.

We encourage excellence in our team members and reward those who display the ability to go above and beyond.

OUR VISION

To facilitate a good quality of life, strong connections and independence for our clients.

OUR MISSION

At St George Community Transport, we strive towards our vision by making the five points below our mission:

Enhance the independence of people in our community

By providing trusted and reliable services across multiple aspects of daily life, our team is dedicated to enabling clients in maintaining their independence both within their personal lives and within the community.

Facilitate people's ability to remain living in their own homes with dignity and choice

The information and services we provide are tailored to each individual client and drive targeted assistance that helps ensure a good quality of life.

We also provide resources for clients, friends, family, and the community which are designed to support our initiatives.

Provide support for vulnerable and disadvantaged individuals

Independence and quality of life are underpinned by being able to access support services that meet each individual's needs. We strive each day to ensure that their needs are met and assist whenever possible.

Foster autonomy and connections

By providing opportunities, information, and a suite of services, we aim to reduce isolation, and help people in our community to exercise their choice and control.

Offer quality, caring service

Care, compassion and experience are required to be a provider of choice within the community services sector, and our team embodies these traits.

OUR COMMITMENT

St George Community Transport is committed to:

- Ensuring that people and organisations that are transport disadvantaged are aware of the Service and the support it provides
- Providing opportunities to improve social participation, to maintain or promote a person's capacity to live as independently as possible
- Providing a person-centered approach to service delivery, promoting wellness and active participation in goal setting and decision making
- Providing timely and flexible services that respond to a person and their carer's needs and circumstances
- Developing collaborative relationships with other service providers for the benefit of our Clients
- Recruiting and retaining suitable team members to ensure that the service is able to provide an efficient quality service
- Providing and maintaining an efficient, cost effective and accountable organization

Application Form – Driver PT / FT

Name:		Mobile:	
Address:			
Email:			

QUALIFICATIONS	LEVEL ACHIEVED:	DATE COMPLETED

Which option best describes your current residency status:

- ☐ I am an Australian Citizen or permanent resident
- ☐ I am a New Zealand Citizen
- ☐ I have a valid work permit or visa
- ☐ I do not have a valid work permit or visa
- ☐ I am eligible for sponsorship nomination

Do you have the following mandatory requirements?

- | | | |
|--|------------------------------|-----------------------------|
| Do you hold a current NSW drivers Licence LR or higher? | Yes ☐ | No ☐ |
| Do you have a current First Aid certificate? | Yes ☐ | No ☐ |
| Do you have a current CPR certificate? | Yes ☐ | No ☐ |
| Do you have a Working with Children check? | Yes ☐ | No ☐ |
| Do you have a NDIS Worker Screening check? | Yes ☐ | No ☐ |
| Do you have a current National Police check? | Yes ☐ | No ☐ |
| Are you willing to undertake a Medical Assessment? | Yes ☐ | No ☐ |
| Are you willing to undertake a Functional Capacity Evaluation? | Yes ☐ | No ☐ |

What is your primary language? _____

Do you speak any other languages? ☐ No ☐ Yes - which: _____

Relevant Employment History

EMPLOYER	DATES	RESPONSIBILITIES / EXPERIENCE