

## Statement of Duties

<b>Position Title:</b> Bus Driver/Diversional Therapy Assistant	<b>Position Number:</b> Generic	<b>Effective Date:</b> September 2014
<b>Group and Business Unit:</b> Tasmanian Health Organisation - North West (THO-North West) - Primary Health North West		
<b>Section:</b> Day Centres North West Mersey and Day Centres North West Hellyer	<b>Location:</b> North West	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent/Fixed-Term/Casual	
	<b>Position Type:</b> Full Time/Part Time/Casual	
<b>Level:</b> 5	<b>Classification:</b> Health Services Officer	
<b>Reports To:</b> Adult Day Centre Coordinator / Diversional Therapist		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-Employment	

### Focus of Duties:

Within a Primary Health Care Framework and in accordance with Agency and Organisational policies and legal requirements the Bus Driver/Diversional Therapy Assistant will provide support for, and assist the Adult Day Centre Coordinator / Diversional Therapist by undertaking a range of duties involved with planning and implementing individual client care, activities and group programs.

### Duties:

1. Work with the Adult Day Centre Coordinator / Diversional Therapist, the clients, their carers and relevant health professionals to identify clients care needs, and assist in the meeting of these care needs during day centre sessions.
2. Plan and organise relevant activities for Adult Day Centre clients.
3. Implement health promoting programs following individual assessment and development of a written care plan completed by the Adult Day Centre Coordinator / Diversional Therapist in consultation with the client.
4. Provide verbal and written reports to the Adult Day Centre Coordinator / Diversional Therapist relating to care plan exceptions, variations and client incidents.
5. Participate in health promotion activities targeting Adult Day Centre client groups in conjunction with other primary health care providers as appropriate.
6. Provide the safe and efficient conveyance of clients, including the safe handling of the vehicle in operation and compliance with all Tasmanian traffic code regulations.
7. Maintain the Adult Day Centre vehicle including, general cleaning and non-trade maintenance, and coordinate services as per schedule.

8. Participate in activities pertaining to professional development, quality improvement, performance review and development, Work Health and Safety and infection control.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

### **Scope of Work Performed:**

- The Bus Driver/Diversional Therapy Assistant is expected to work with minimal supervision under the direction and supervision of the Adult Day Centre Coordinator / Diversional Therapist, as part of a cohesive and efficient team.
- Reports to the Adult Day Centre Coordinator / Diversional Therapist, including the provision of written reports when required.
- Works collaboratively with clients and members of the health team, attends meetings and participates in quality improvement activities.
- Responsible for the timely and accurate completion of routine tasks.
- Responsible for maintaining confidentiality of information gained in the course of undertaking this position.
- Carry out care required in a professional manner; ensure confidentiality and a high standard of service delivery.
- Recognise own limitations and seek assistance where necessary.
- Exercises reasonable care in the performance of duties consistent with Work Health and Safety legislation and guidelines.
- Comply at all times with the THO's policy and protocol requirements, in particular those relating to hand hygiene, fire awareness and manual handling, and undertake annual education in relation to the requirements.

### **Essential Requirements:**

- Hold and maintain a current Light Rigid (LR) and/or Medium Rigid (MR) class Licence; and Hold and maintain an Ancillary Certificate (for driving Public Passenger vehicles).
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  - I. Conviction checks in the following areas:
    - a) crimes of violence
    - b) sex related offences
    - c) serious drug offences

- d) crimes involving dishonesty
- e) serious traffic offences
- 2. Identification check
- 3. Disciplinary action in previous employment check.

**Desirable Requirements:**

- Certificate III in Aged Care or equivalent.
- First Aid Certificate.

**Selection Criteria:**

1. Holds or is working towards a Certificate III in Aged Care together with demonstrated knowledge and practical experience in working with frail aged people and persons with disabilities and/or complex and chronic illnesses and their carers within a community setting.
2. Effective communication and interpersonal skills, and the ability to readily establish rapport with clients and carers/families.
3. The ability to maintain appropriate administrative records ensuring confidentiality and discretion at all times.
4. Demonstrated ability to work with minimal supervision, and to work harmoniously as a member of a team with well-developed organisational and time management skills and the ability to prioritise workload.

**Working Environment:**

The Department of Health and Human Services and Tasmanian Health Organisations are committed to providing the highest levels of healthcare and services, and values equity, diversity, initiative, flexibility, creativity, teamwork, conduct, work health and safety and the capacity to make a difference.

The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

This job may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary of the Department. The relevant Unit Manager can provide details to the occupant of delegations applicable to this job.

The Department of Health and Human Services and the Tasmanian Health Organisations are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employees of the Department of Health and Human Services and the Tasmanian Health Organisations are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Health Care Workers (as defined by DHHS and THO policy) with the Department of Health and Human Services and Tasmanian Health Organisations are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.