

i can

...do something  
more meaningful



## SA Health Job Pack – Casual Pool

<b>Job Title</b>	Transport Officer
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	877202
<b>Applications Closing Date</b>	31 August 2025
<b>Region / Division</b>	Riverland Mallee Coorong Local Health Network
<b>Health Service</b>	Aboriginal Health
<b>Location</b>	Barmera
<b>Classification</b>	OPS2
<b>Job Status</b>	Casual (up to 31 August 2025)
<b>Salary</b>	\$30.01 - \$32.28 per hour + 25% casual loading

## Contact Details

<b>Full name</b>	Darryle Barnes
<b>Phone number</b>	0455 091 374
<b>Email address</b>	Darryle.Barnes@sa.gov.au

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## ***Risk Category A (direct contact with blood or body substances)***

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↪ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↪ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



## ROLE DESCRIPTION

<b>Role Title</b>	Transport Officer
<b>Classification Code</b>	Operational services Officer Level 2 (OPS2)
<b>Local Health Network</b>	Riverland Mallee Coorong Local Health Network Inc.
<b>Hospital / Service</b>	Community Health
<b>Department/Section / Unit/ Ward</b>	Aboriginal Health, Barmera
<b>Role Created/ Reviewed Date</b>	22/06/2019
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening
<b>Immunisation Risk Category</b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C

## ROLE CONTEXT

### Primary Objective(s) of role:

The Aboriginal Transport Officer will be based with the Riverland Aboriginal Health Team. The Aboriginal Transport Officer provides transport for Aboriginal community members for medical related appointments, education programs and groups within the Riverland region. This position also assists with the setting up for programs and groups.

### Direct Reports:

> nil

### Key Relationships/ Interactions:

#### Internal

- > Responsible to the Team Leader Aboriginal Health Services.
- > Accountable to the Team Leader Aboriginal Health Services.
- > Close working relationship with all Riverland Hospitals, Aboriginal Health Team, , Allied Health Team Riverland Community Health,
- > Maintains effective working relationships with All Riverland Hospital staff, Riverland Community Health and

#### External

- > The Aboriginal Transport Officer will work with relevant non-government organisations, government organisations, community organisations and community members

### Challenges associated with Role:

Minor challenges currently associated with the role include:

- > Effective communication with a diverse range of members of the community, health service staff and staff from other agencies.
  - > Effectively manage sensitive and confidential information
- Ability to manage time effectively to meet the transport needs of the Aboriginal community

**Delegations:**

> nil

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SA Health values and strategic directions.

**General Requirements:**

\*NB References to legislation, policies and procedures includes any superseding versions

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Select Local Health Network from drop down; policies, procedures and standards.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement:**

Riverland Mallee Coorong Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > NPCs must be renewed every 3 years thereafter from date of issue.
- > WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Contribute to the health & wellbeing of Aboriginal people, and their families within the Aboriginal Community by:	<ul style="list-style-type: none"> <li>&gt; Scheduling of appointments and transporting Aboriginal clients to medical related appointments within the Riverland</li> <li>&gt; Transport to relevant health education sessions and Aboriginal health related groups within the Riverland region</li> <li>&gt; Working with other stakeholders involved in Aboriginal specific clinics to assist with continuity of care for Aboriginal clients</li> <li>&gt; Assist Aboriginal clients at appointments as necessary and pass on information to Aboriginal Health Team</li> <li>&gt; Make client appointments and record of follow-up appointments</li> <li>&gt; Referrals – internal and external organisations as required</li> <li>&gt; May be required to assist clients in transferring,</li> <li>&gt; Recognise and report uncharacteristic or inappropriate behaviour</li> </ul>
Promote the health and wellbeing of Aboriginal people and communities by:	<ul style="list-style-type: none"> <li>&gt; Advocacy – ensure that support and services are responsive to the Aboriginal persons needs</li> <li>&gt; Assist in the provision of programs and services as required</li> <li>&gt; Ensure Aboriginal people have access to information about health issues</li> <li>&gt; Acknowledging and valuing diversity and difference within Aboriginal communities</li> <li>&gt; Valuing community participation, including consumer participation and community consultation</li> <li>&gt; Contribute to holistic care of clients by developing an understanding of the roles of other health care workers and agency personnel to facilitate appropriate cross-referral and multi-disciplinary teamwork.</li> <li>&gt;</li> </ul>
Contribute to the efficient and effective management of programs and services by:	<ul style="list-style-type: none"> <li>&gt; Ensuring client privacy, security of client records and confidentiality of client related information</li> <li>&gt; Ensure all CME data is kept up to date and filed within timeframes</li> <li>&gt; Providing consumers with information on rights and responsibilities</li> <li>&gt; Linking consumers with agencies and services</li> <li>&gt; Maintaining accurate and legible client records and statistical information on activities, and by providing data and reports as required</li> <li>&gt; Manage own time effectively and accept personal responsibility for the completeness and adequacy of the activities under indirect supervision of the Manager, Aboriginal Health Services.</li> </ul>
Contribute to teamwork and communication by:	<ul style="list-style-type: none"> <li>&gt; Actively participating as a member of the Aboriginal Health Team</li> <li>&gt; Working collaboratively across agencies</li> <li>&gt; Participating in case conferences, and at team and other professional meetings</li> <li>&gt; Maintaining appropriate communication with other team members</li> </ul>
Ensure safe and competent practice by:	<ul style="list-style-type: none"> <li>&gt; Contribute to the development and implementation of policies which are sensitive to the identified health needs and concerns of Aboriginal people, and which reflect the principles of social justice and the values of the Aboriginal Health Team</li> <li>&gt; Participate in service planning, decision making, implementation, evaluation and review processes</li> <li>&gt; Participate in the ongoing development and evaluation of appropriate service/program protocols</li> <li>&gt; Participate in appropriate research activities and in Aboriginal Health Team Meetings and working parties as required</li> </ul>

OFFICIAL: Sensitive

Enhance professional development by:	<ul style="list-style-type: none"><li>&gt; Participating in staff development activities</li><li>&gt; Practicing within own area of competence and seeking guidance from supervisor and other team members,</li><li>&gt; Acting as a consultant and resource, regarding health and service needs of Aboriginal people</li><li>&gt; Participating in a range of performance appraisal and development activities</li><li>&gt; Willingness to undertake studies as appropriate</li></ul>
--------------------------------------	--

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Must hold current South Australian class C Drivers licence.
  
- > **Personal Abilities/Aptitudes/Skills:**
- >
- > Ability to effectively manage sensitive and confidential matters.
- > Ability to effectively communicate with a diverse range of members of the community, health service staff and staff from other agencies.
- > Ability to access resources and information relevant for Aboriginal people
- > Demonstrated ability to participate and work within a team environment.
- > Demonstrated writing skills, including accurate file records, statistics and reports as required
- > Demonstrated ability to work autonomously and manage own workload effectively.

#### **Experience**

- >

#### **Knowledge**

- > Knowledge of local Aboriginal community

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- >

#### **Personal Abilities/Aptitudes/Skills:**

- > Self-Motivation

#### **Experience**

- > Demonstrated active participation in the Aboriginal community
- > Previous work experience in Aboriginal health care settings
- > Experience in working within the local Aboriginal Community, particularly in Health or community services.
- > Experience in working with Aboriginal Communities

#### **Knowledge**

- > Understanding of Primary Health Care principles
- > Understanding of social justice issues, including the impact on Aboriginal people of dominant western society
- > Awareness of the range of mental health problems, and contemporary services and interventions
- > Knowledge of community development principles



## ORGANISATIONAL CONTEXT

---

### Organisational Overview:

---

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

---

### Our Legal Entities:

---

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern Local Health Network and SA Ambulance Service.

---

### SA Health Challenges:

---

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

---

### Health Network/ Division/ Department:

---

Riverland Mallee Coorong Local Health Network aspires to be the best provider of rural and remote health services in Australia. RMCLHN, through the inspiration and hard work of its people, delivers high quality and innovative health services to improve health outcomes for country South Australians.

RMCLHN delivers a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations. The safety and quality of health services in country South Australia is of primary importance. RMCLHN participates in rigorous national accreditation processes and engage local community members to provide insight and knowledge of the needs of consumers and potential strategies to achieve the best service.

---

## RMCLHN Values

---

The values of RMCLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > **Respectful -** We treat everyone as equals and value each other's sense of worth.
  - > **Motivated -** We are driven to excel and provide the best quality care to our consumers and communities, when and where they need it.
  - > **Compassionate -** We take care of others and act with kindness, empathy, patience and understanding, in all that we do.
  - > **Consumer Focused -** We partner and collaborate with consumers, their families, carers and communities, to ensure the planning, delivery and evaluation of our health services is tailored to their needs.
  - > **Accountable -** We are dedicated to fulfilling our duties and obligations as a public health service, and endeavour to act with honesty and integrity in all that we do.
  - > **Resourceful -** We are agile, adaptable and able to deal skillfully, creatively and promptly with new situations and challenges
  - > **Excellence -** We strive to continually improve and redefine processes, exceed standards and expectations, and deliver access to high quality contemporary care for people in our communities
  - > **Service -** We serve people and our communities courteously, fairly and effectively
- 

## Integrity Statement

---

As a public sector employee, you have the responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of Integrity within SA Health.

---

## Code of Ethics

---

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health and RMCLHN's vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: \_\_\_\_\_

Role Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Role Acceptance

#### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of RMCLHN as described within this document.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_