

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Driver		
	DIRECTORATE	Communities, Women and Children	DEPARTMENT	Wairoa Health Centre
	REPORTING TO (operationally)	Maintenance, Facility & Support Staff Manager	REPORTING TO (professionally)	Wairoa Health Centre Manager
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the transport of patients located in Wairoa in the Hawke's Bay District Health Board (HBDHB) Staff reporting - 0 Direct			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ To provide a safe and timely transport service for patients needing Hastings Hospital/ Napier Health Centre specialist appointments ▪ To manage freight and delivery's between Wairoa Hospital & Health Centre, Napier Health Centre and Hastings Hospital 			
KEY DELIVERABLES	<p>Wairoa bus service to Hawke's Bay</p> <ul style="list-style-type: none"> ○ The service is operated in a timely manner that meets the needs of Wairoa patients travelling to and from specialist appointments ○ Effective communication of booked patients and non-booked patients is managed accordingly to availability with Main Receptionist. ○ Wairoa Health Centre Mail is collected from Wairoa site and delivered to correct destinations/ Mail is collected from Hastings Hospital & Napier Health Centre and brought back to Wairoa Health Centre. This includes Laboratory samples, Equipment, and patient requests. ○ Mail, Laboratory Samples and equipment is collected from Napier on arrival and delivered to Hastings Hospital. Late morning mail is collected from Hastings Hospital and delivered to Napier Health Centre at the appropriate time, collect any mail etc. that can then be delivered back to Hastings Hospital before departing to collect patients. ○ Patients with Royston appointments are ensured they reach their destination in a timely manner. (Patients will then find their own way back to Hastings Hospital in time for Departure back to Wairoa) ○ Adapt any other additional duties as the Wairoa Health Centre demands require and directed by Team Leader. <p>Communication and team work</p> <ul style="list-style-type: none"> ○ Communicate effectively to ensure efficient operation is maintained with Manager and other staff, including constructively raising issues on standards, request consultation and share knowledge with team members. ○ Participate in appropriate meetings, team briefings and information sessions. Ensure communication is sufficient. ○ Participate in training needs analysis and undertake identified learning, development and career opportunities. ○ Professionalism is displayed at all times and in all dealings with colleagues and other health professionals, patients and whanau is of a professional manner at all times. ○ Provide assistance to colleagues and Team Leader during periods of adverse weather, within skill set. 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> ▪ All Wairoa Health Centre Staff and Management ▪ Facility, Maintenance and Support staff manager ▪ Maintenance/Gardeners/Other Driver within the Health Centre ▪ Casual Drivers 		EXTERNAL <ul style="list-style-type: none"> ▪ General Public ▪ Contractors ▪ Suppliers ▪ Other transport services (as and when required) 	

	<ul style="list-style-type: none"> HBDHB Staff/ Main Receptionist's (Wairoa, Napier, Hastings) Hawke's Bay Facilities & Fleet Management HBDHB 	
DELEGATION AND DECISION	Responsibility for safe transport of patients and product and immediate decision making when in transit.	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Hawke's Bay District Health Boards Support Services Collective Agreement.	
DATE	May 2020	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> Ongoing comfort and care of travelling passengers. Logistics of cold chain packages and delivery 	

ESSENTIAL CRITERIA	
Qualifications	<ul style="list-style-type: none"> A current and clean full drivers license with 'P' endorsement
Experience	<ul style="list-style-type: none"> Extensive experience in health (ideally 10 - 15 years) Proven customer service skills
Business / Technical Skills	<ul style="list-style-type: none"> Rudimentary vehicle knowledge
Key Attributes	<ul style="list-style-type: none"> Effective communication skills Positive attitude with problem solving focus
Effectively Engaging with Māori –	<ul style="list-style-type: none"> Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori Is visible, welcoming and accessible to Māori consumers and their whānau Actively engages in respectful relationships with Māori consumers and whānau and the Māori community Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience Actively facilitates the participation of whānau in the care and support of their whānau member
Physical requirements for role:	
Agility	<ul style="list-style-type: none"> Able to kneel Able to squat Able to raise arms above head Able to reach arms out in front
Fitness	Able to walk up 2 flights of stairs without stopping
Strength	Able to do at least 3 half press ups (i.e. on knees)
Vaccination status for role:	
Vaccinations as per the current employee immunisation policy including annual influenza vaccination	

DESIRABLE CRITERIA

Qualifications

- First Aid Certificate

Business / Technical Skills

- Previous experience transporting passengers



OURHEALTH
HAWKE'S BAY
Whakawhāteia

Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
ĀKINA IMPROVEMENT
RARANGATE TIRA PARTNERSHIP
TAUWHIRO CARE

HE KAUANUANU RESPECT
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.