

POSITION DESCRIPTION

Outreach Transport Driver

Location:	Cairns
Reports To:	Program Manager YETI Youth Justice Programs
Award:	Social, Community, Home Care and Disability Services Industry Award, Level 4
Position Type:	Part Time Fixed Term to 30 June 2023 (<i>position/employment subject to continued government funding</i>)
PD Date:	February 2021

ABOUT US

Established in 1994, Youth Empowered Towards Independence (YETI) is a community based not-for-profit organisation that delivers a range of voluntary youth AOD and other support services targeting the most vulnerable and disadvantaged children and young people living within the Cairns and FNQ region.

OUR MISSION

Supporting the social, emotional, spiritual and physical wellbeing of young people.

OUR PRINCIPLES

Nine guiding principles underpin service delivery at YETI. The principles are incorporated into all aspects of service delivery and reflected in our service standards, policies, procedures, and workplace culture.

We make change happen	We care first	We step up
We do whatever it takes	We respect everyone	We work together
We're always learning	We listen	We deliver best practice

KEY STAKEHOLDERS

- Vulnerable young people (10-25 years old) in the Cairns Region

- YETI Management Committee, YETI Executive Management Team, YETI Management Team and YETI Staff.
- Organisations that work in partnership with us (education, community, business, government, and non-government).

KEY RESPONSIBILITIES

- Provide safe and comfortable transport for young people to and from school, YETI, appointments, court, or other locations as required
- Learn and adapt to each young person's special medical, physical, communicative, and emotional needs to ensure equity, access, and participation for marginalised young people.
- Safely and competently operate YETI provided vehicles
- Correctly utilise the vehicle booking system, including accurate record keeping of vehicle logbooks and client records related to transport
- Complete vehicle checks as required
- Comply with YETI's internal policies and procedures relating to transport
- Maintain client confidentiality
- Communicate effectively with young people in your transport care to ensure compliance with vehicle requirements and road safety law (e.g., seatbelt wearing)
- Supervise the safety of young people and monitor risk to bringing issues to the attention of line supervisor.

Teamwork & Collaboration

- Contribute to developing a cohesive team by participating in meetings, scheduled activities, and team processes. Share information, communicate, and present ideas in team meetings.
- Work with other team members to implement new and/or adapt existing work methods to improve service delivery. Identify and respond to changing needs of clients.
- Develop and maintain effective relationships with key stakeholders including clients and their family members, community service organisations, relevant professionals, and government agencies.
- Participate in case coordination meetings, case reviews, inter-agency, and network meetings.
- Actively contribute towards maintaining and promoting a positive workplace culture.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.

Professional Accountability

- Use YETI information and resources accountably.
- Act always in accordance with YETI's values, code of conduct, policies and procedures, and relevant legislation.
- Take reasonable care for your own health and safety, and that of others.



- Maintain confidentiality and safeguard the privacy of information related to staff, our clients, and YETI business.
- Actively participate in training and professional development activities and promote methods of service delivery which are based on contemporary, evidence-based, best-practice principles that are consistent with current trends and standards within the sector.

SELECTION CRITERIA

1. Current unrestricted QLD drivers' licence with an impeccable driving record
2. Experience working with young people with vulnerable young people and Aboriginal and Torres Strait Islander young people
3. Be a positive role model with persuasive communication skills and have the ability to build rapport with young people with challenging behaviours and from diverse cultural backgrounds.
4. Ability to work independently with minimal direction as well as collaboratively within a multi-disciplinary team.
5. Strong record keeping skills

REQUIREMENTS

- Eligibility for a Working with Children Check (Blue Card) or exemption based on professional qualifications and registration.
- A current Qld driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.