



NIUE PUBLIC SERVICE COMMISSION OFFICE

JOB DESCRIPTION

Job Title: Ambulance Driver	
Job Grade: G02	Annual Salary:
Division: Health Department Administration	
Location: Niue Fooo Hospital, Health Department	
This job description is accurate and up to date:	
Niue Public Service Commission:	Appointee Signature:
Date:	Date:

VISION

Niue Ke Monuina – A Prosperous Niue

MISSION

To effectively provide driving services/ambulance duties and security in the Niue Fooo Hospital, Department of Health.

JOB FUNCTIONS AND EXPECTATIONS

	Key Responsibility/Principal Activities	Outputs	Outcomes
1.0	Drivers Service		
1.1	To drive the Hospital Vehicle and assist with the Paramedic(s) and Medical Officer(s) and patient management during emergencies.	Operate the Hospital Vehicle in a safe manner while responding to any and all emergencies in a timely period.	Driving hospital vehicles legally and in accordance with the driving policy while demonstrating consideration for the comfort and safety of the patient, vehicle sympathy and consideration for other road users
1.2	To provide delivery of correspondences and other courier service as required by the department.		
1.3	The transportation of patients when necessary (deceased or living).		
1.4	The transportation of staff members to and from for hospital emergencies ONLY.		
1.5	To ensure the Ambulance is on standby at the Airport on plane days.		

1.6	To check warrant of fitness and registration of the vehicle is always valid and up-to-date.		
2.0	General maintenance (Vehicle)		
2.1	To inspect that all required equipment is functioning in the ambulance. Note: To always remain aware of own limitations and request services of a licensed professional if and when required.		Conduct the role in a professional, caring and compassionate manner ensuring a high level of customer and patient care is provided at all times and maintaining strict patient confidentiality
2.2	To ensure the area where the vehicle is parked is clean and kept clear every day.		
2.3	To perform daily maintenance, check-ups and cleaning on all vehicles during shift (includes Ambulance and Administration vehicle and other hospital vehicles if and when required).		
2.4	To fill in log book correctly and honestly.		
2.5	Daily maintenance and cleaning of all vehicles during shift		
2.6	Ensure that area where the Ambulance is parked is clean and kept clear every day		
2.7	Ensure that the ambulance is clean and sheets replaced ready for next emergency		
2.8	cleaning, decontaminating and checking vehicles and equipment to maintain a state of operational readiness		
3.0	General Maintenance(Grounds)		
3.1	To assist with the safe keeping of equipment's as required for ground keeping purposes.		

3.2	To make sure that the hospital grounds is free of refuse on a daily basis.		
3.3	To mow the lawn on both sides of the main road past Telecom property leading up to the main hospital and to include areas surrounding the hospital buildings		
4.0	Morgue		
4.1	<ul style="list-style-type: none"> To clean Mortuary before and after use. 	Morgue and Quarters are clean and tidy in case it needs to be used at anytime. Morgue is checked and readings recorded	
4.2	<ul style="list-style-type: none"> To assist with the preservation of cadavers and other related duties. 		
5.0	Security Requirements		
	<ul style="list-style-type: none"> To ensure that "ALL" EXIT doors of the hospital is closed and locked after 6:00pm. To ensure safety of the Medical Officers and Nurses on mental/alcohol related cases. Must report to management office on issues that requires immediate attention. 	Maintain security of the hospital that all inpatients, medical staff and Aged Care residents are safe and secure	
	<ul style="list-style-type: none"> To ensure security of the hospital properties and vehicles at all times. To assist in the repair and maintenance of lockable hardware such as doors, automatic electric doors, windows, and lockers to ensure safety of facilities. To maintain records on keys made and issued and lock replacements. To secure shutters for the Hospital during Hurricanes/Cyclone or when required. 		
6.0	Miscellaneous Duties		

	<ul style="list-style-type: none"> • To organize and make available oxygen bottles for ICU/ER/AMBULANCE. • To organize oxygen bottles for shipment or when required. • To assist cleaning duties from time to time. • Must be available for national emergencies/disasters call out. • Turn lights on and off as required. • May train and direct the work of other classified staff in the area. • Other duties as directed by Management Office/Director from time to time. 		
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KEY RELATIONSHIPS

Internal	Government	External
<ul style="list-style-type: none"> • Director of Health • Hospital Manager • Principle Nurse Officer • Charge Nurse • Parmedic • Chief Medical Officer • Visiting Consultants for Professional Development • All Health Staff 	<ul style="list-style-type: none"> • Premier of Niue • Minister of Social Services • Director-General of Social Services • Niue Public Service Commission 	<ul style="list-style-type: none"> • General public

PERSON SPECIFICATION - NECESSARY QUALIFICATIONS AND PERSONAL ATTRIBUTES

Ideal skills required by the Officer:

1. Good Public Relations with staff and maintain cooperative working relationships, demonstrate sensitivity to and respect for a diverse population.
2. A good understanding in both Niuean and English (written/verbal).
3. Confident to follow and give oral and written instructions.
4. Must have some mechanical maintenance experience
5. Must have a valid driver's license, renewed annually.
6. Good knowledge of Hospital systems;
7. Excellent communication skills;
8. Fluency in spoken and written English and Vagahau Niue
9. Have the skills and competencies necessary to care for patients

10. **Communication skills.** Must have excellent communication skills. They must be able to communicate effectively with patients.
11. **Physical stamina.** Should be comfortable performing physical tasks.

The Officer should also have some knowledge of the following:

- Some tertiary studies up to Certificate level in Current Advance First Aid or CPR certificate
- 1-2 years Working experience
- First Aid Certificate
- Emergency evacuation, in-house OSHA and respirator training.

Personal Competencies:

- a caring attitude and outgoing, helpful personality
- a responsible and highly motivated approach to the work
- good interpersonal and teamwork skills
- good oral and written communication skills
- the ability to be calm, quick-thinking and decisive in a crisis
- good general fitness to cope with lifting patients and equipment
- the ability to relate to people from a wide range of socio-economic backgrounds, races, religions, and cultures
- a commitment to continuous professional development and education

ERGONOMIC – OCCUPATIONAL HEALTH AND SAFETY

Regulation 13 of the Niue Public Service Regulations 2004 require the incumbent to familiarize themselves with the Occupational Health and Safety Policy of the Department, and to adhere to these provisions to avoid injury and accidents within the workplace.

The duties herein will often require the incumbent to spend long hours to complete special projects activities sitting and using office equipment including computers and attending lengthy meetings which will cause physical and mental strain and stress. The use of computers may also cause eyestrain, risk of “**Repetitive Stain Syndrome (RSS)**” leading to occasional headaches and stress.

The responsibility is therefore on the incumbent to discuss with their controlling officer on how these issues can be mitigated, and recognize when to take a break including the proper use of ones leave entitlement throughout the year.