



St John

St John Ambulance Australia (NT) Inc.

Patient Transport Officer



**We're here
for you** 

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Introduction

Thank you for your interest in a career with St John Ambulance Australia (NT) Inc.

St John Ambulance Australia (NT) Inc. is an Equal Employment Opportunity Employer and encourages applications from women, Aboriginal and Torres Strait Islander people and people from a range of ethnic, racial and ethno-religious backgrounds.

This brochure provides an overview of our recruitment processes so you have an understanding of the position and the stages we follow once an application has been submitted.

It takes a special person to become a Patient Transport Officer with St John Ambulance Australia (NT) Inc. Becoming a Patient Transport Officer will provide a rewarding and fulfilling career that allows you to deliver a valuable service to many people throughout the Northern Territory. This role requires compassion and community spirit and the desire to help others in need. You will provide safe patient transport of medically stable patients who require care and observation during transport from healthcare facilities, clinics and private residences.

Our Mission

To be the leading provider of first aid and ambulance services in the Northern Territory.

Our Values

We live the mission by practicing these values:

Integrity

Acting honestly and reliably when delivering our services.

Respect

Treat our people with respect at all times: ourselves our colleagues, our members and all the people we support.

Quality

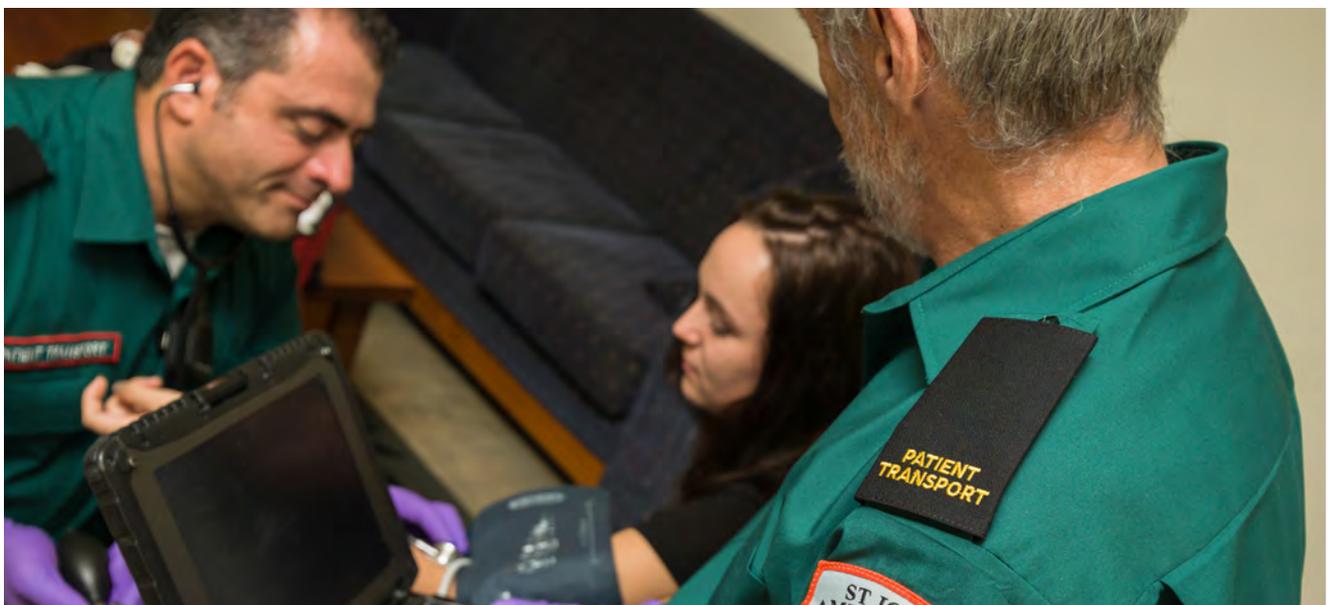
Highest quality service delivery, training, development and clinical standards.

Dedication

Actions are undertaken with commitment, enthusiasm and loyalty protecting our people, our patients and the environment.

Compassion

Caring about all members of the community.



The Ambulance Service

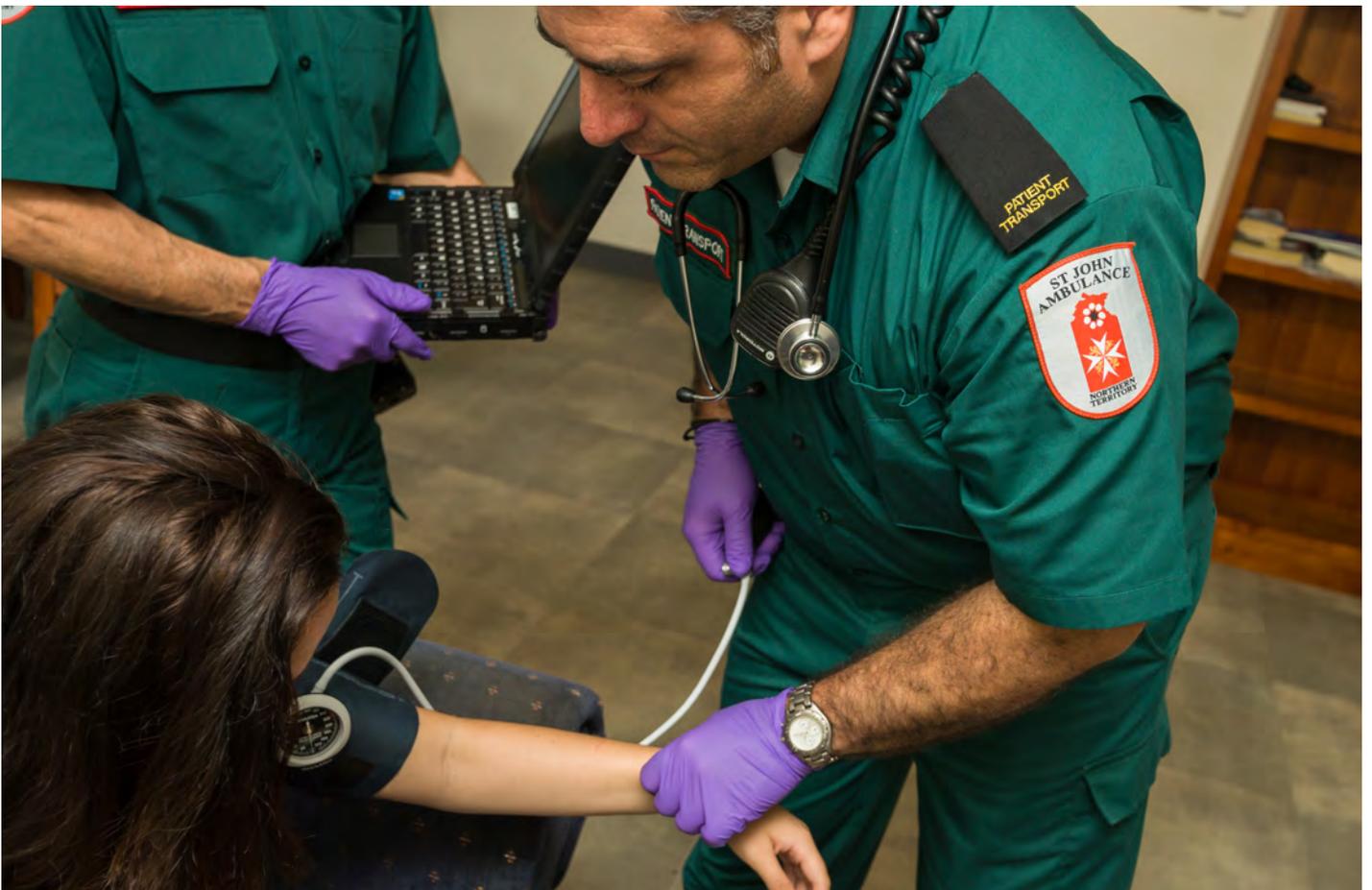
St John Ambulance Australia (NT) Inc. is contracted by the Northern Territory Government to provide a Territory wide Ambulance Service delivering pre-hospital emergency care to the sick and injured.

The area of responsibility is large although the population is small, some residents are located in very remote areas. Not all areas in the Northern Territory are accessible by road, these remote locations are serviced by Careflight and the Royal Flying Doctor Service.

Our Ambulance centres are located in the Darwin region, Alice Springs, Katherine, Nhulunbuy and Tennant Creek. Our Patient Transport Officers are stationed at our Darwin and Alice Springs centres.

St John Ambulance Australia (NT)

St John in the Northern Territory provides a comprehensive response service to the sick and injured. It commences with first aid training to the public, extends to the provision of first aid services at public events and culminates in a high quality patient transport and ambulance service, delivering pre-hospital emergency care.



The Selection Process

The process undertaken by all applicants involves a number of assessments.

- ✓ **Interview** – all interviews will be in person. Interviews vary in length from 30 minutes to one hour. They are structured to enable the panel to make a fair and equal assessment of each candidate. The selection panel will take notes and mark responses. Opportunities will be given to applicants to ask questions.
- ✓ **Driving Assessment** – individually or as part of a small group you will be assessed by a member of the Ambulance Driving team. This assessment is not to assess your ability to drive at high speed but to assess your driving manner and habits.
- ✓ **Psychometric Assessment** – each candidate will be required to complete a Values and Motives Inventory and a Personality Questionnaire which will take approximately 1 hour. The Values and Motives and Personality Questionnaire asks questions concerning your interests, preferences and feelings about a range of topics.
- ✓ **Medical Examination** – this is a pre-employment medical assessment which will include examinations such as an eye and hearing test, drug screening, height & weight calculations and blood pressure screening
- ✓ **Functional Capacity Assessment** – St John Ambulance Australia (NT) Inc. require candidates for employment to have a minimal functional capacity in order to be able to safely tolerate the stressors of everyday tasks. The functional capacity assessment comprises of flexibility, strength and aerobic endurance.



Conditions of Employment

Employment conditions are identified in the St John Ambulance Australia (NT) Inc. Ambulance Enterprise Agreement.

Hours of work

Patient Transport Officers generally work a 4 day on, 4 day off roster. The first 2 days are day shifts, followed by 2 night shifts.

Authority to Practice

As part of your training and ongoing employment you will be required to obtain and maintain an Authority to Practice as a Patient Transport Officer.

Contact us

To find out more information please contact our Recruitment Officer on (08) 8922 6200 or email jobs@stjohnnt.asn.au

Induction for new Patient Transport Officers

New employees being employed as a Patient Transport Officer will successfully complete the following process:

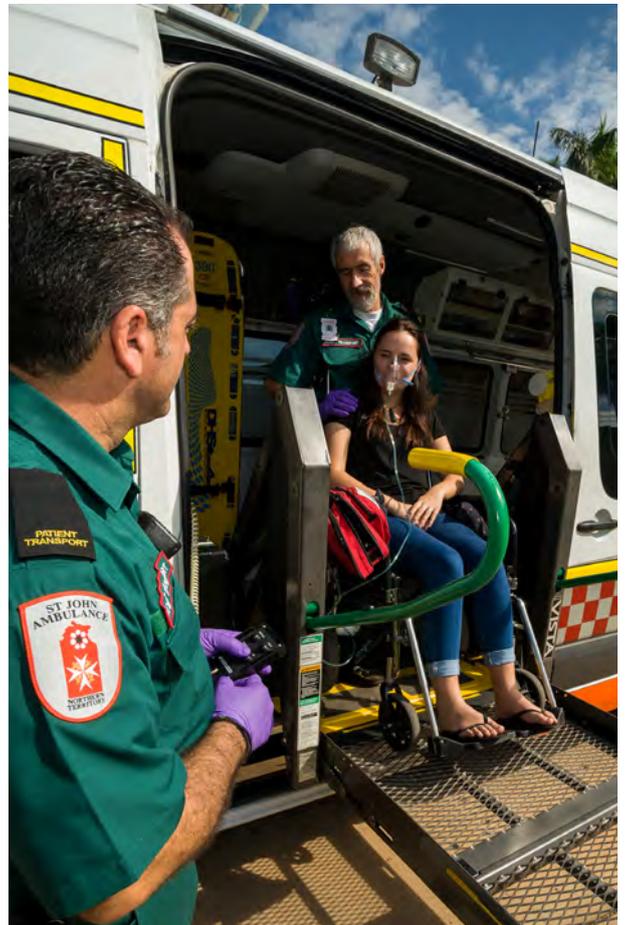
- ✓ Complete St John Ambulance Australia (NT) Inc. induction and Patient Transport Officer training.
- ✓ Complete a driving course.
- ✓ A period of time being mentored and supervised prior to independent practice.
- ✓ Complete Reflective Practice and Behaviour Portfolio.
- ✓ Complete an Authority to Practice.

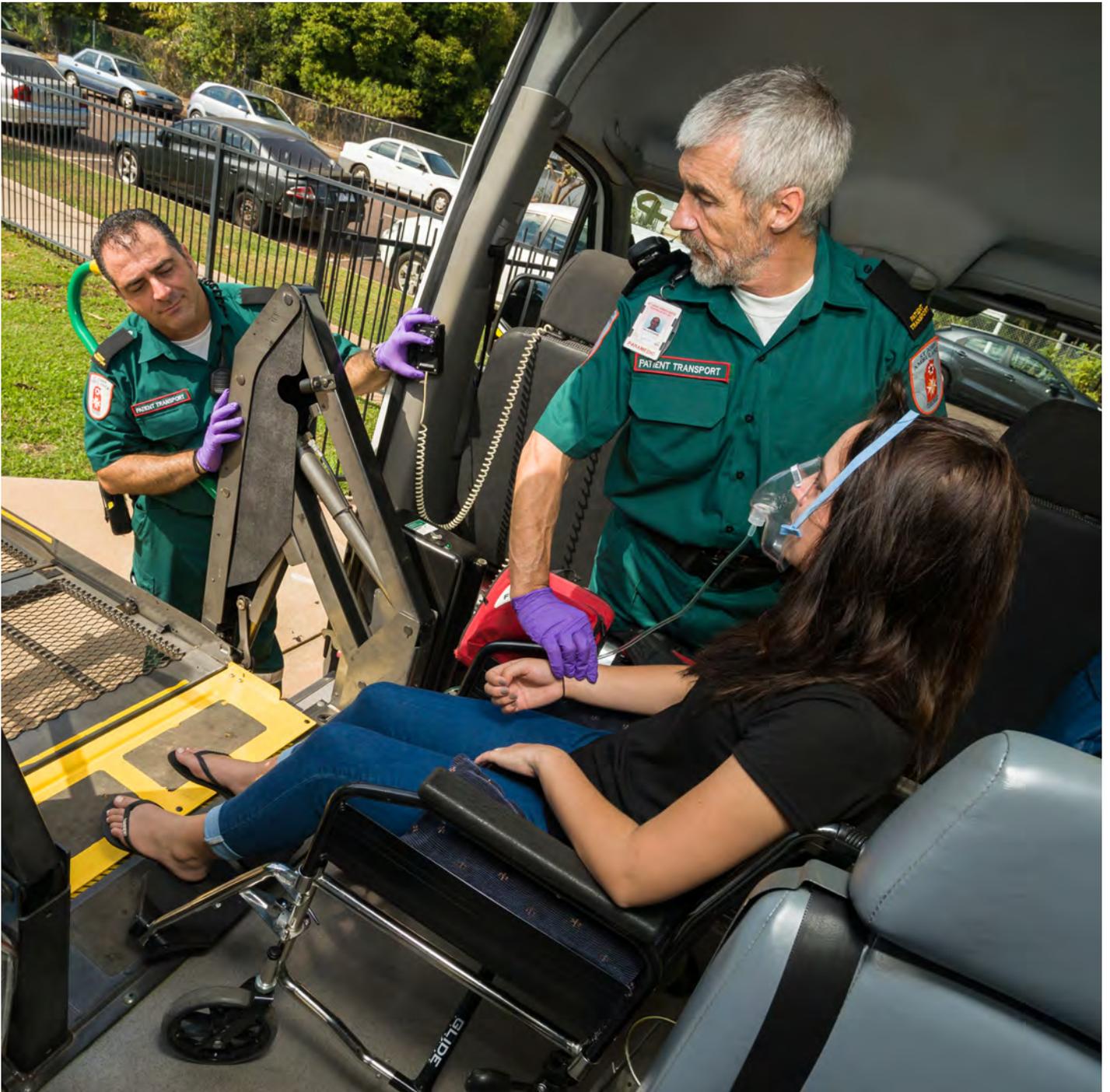


Selection Criteria for a Patient Transport Officer

Applicants must address the selection criteria below. The criteria requires a written statement taking into account your abilities, experience and personal qualities relevant to the position.

- Uphold the values and principles of St John Ambulance Australia (NT) Inc.
- Demonstrated written and verbal communication skills including the ability to communicate effectively with all staff and patients with ethnic, racial and ethno-religious backgrounds.
- Demonstrated ability to work within a team environment.
- Ability to work under pressure with competing demands and within timeframes.
Ability to work a 24/7 rotational roster.
- Possess a good standard of general health and physical fitness in order to meet job requirements.
- Hold a current NT full driver's licence without restrictions (Light Rigid desirable for Alice Springs).
- Demonstrate ability to obtain or hold a current Advanced First Aid Certificate.
- Complete a National Criminal history check through the relevant state or territory Police service. This check must be no older than 3 months old at date of application.
- Demonstrate ability to obtain a NT Working with Children Clearance (Ochre Card).
- Able to provide immunisation records showing vaccine or immunity to:
 - ✓ Hepatitis A
 - ✓ Hepatitis B
 - ✓ MMR (Measles, Mumps & Rubella)
 - ✓ DTPA (Whooping Cough, Tetanus & Diphtheria)
 - ✓ Annual Influenza
 - ✓ Varicella (Chicken Pox)
 - ✓ TB Screening





Submitting an application

Applications for the role of a Patient Transport Officer are to be submitted together with the personal details and checklist form to jobs@stjohnnt.asn.au



Patient Transport Officer

Personal Details & Checklist Form

Date	
Given Names	Family Name
Residential Address	
Postal Address	
Phone No.	
Email Address	
Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> YES Aboriginal <input type="checkbox"/> YES Torres Strait Islander <input type="checkbox"/> NO	

Checklist

Your current resume including two professional referees	<input type="checkbox"/>
Answers to the selection criteria	<input type="checkbox"/>
Proof of Australia Citizenship or permanent residency (i.e. passport, birth certificate)	<input type="checkbox"/>
Current Advanced First Aid Certificate (or verification of booking)	<input type="checkbox"/>
Vaccination records	<input type="checkbox"/>
This form	<input type="checkbox"/>

All documents are to be emailed to jobs@stjohnnt.asn.au. If you require assistance with the required documentation please contact the Recruitment Officer on 08 8922 6200



For more information on this position, or anything else you might be interested to know about St John Ambulance Australia (NT) Inc., please contact the Human Resource Department on (08) 8922 6200 or by email jobs@stjohnnt.asn.au

St John Ambulance Australia (NT) Inc.