



South Coast Medical Service Aboriginal Corporation – Information Package

Thank you for requesting this information package concerning a position within the South Coast Medical Service Aboriginal Corporation (SCMSAC). Please find details herein our Vision of Service and How to apply for positions within the SCMSAC. (Please Note: that where the term “Aboriginal” is noted in this document it also means: Torres Strait Islander and/or, Aboriginal and Torres Strait Islander).

SCMSAC Vision

The South Coast Medical Service Aboriginal Corporation will work with the Aboriginal Communities of the Shoalhaven area to provide a quality culturally appropriate health service. This service promotes the health and wellbeing of all Aboriginal and Torres Strait Islander people residing in the Shoalhaven.

Aims:

- To ensure that Aboriginal/Torres Strait Islander communities have access to culturally sensitive and relevant Health Services.
- To provide services that offer support, care and education. Bridging the gap between cultural and mainstream services.
- To ensure Aboriginal/Torres Strait Islander communities have a right to participate in decision-making about the provision of Health Services to Aboriginal/Torres Strait Islander communities in the community.

Goals:

Practical goals and strategies have been identified to ensure positive change. A major consideration for success will be based on current and future ongoing development of partnerships between Aboriginal communities, Aboriginal controlled organisations and mainstream health service providers. The goals are as follows:

- Improve the health and wellbeing of Aboriginal/Torres Strait Islanders in the Shoalhaven community
- Provide a comprehensive quality and culturally sensitive range of primary health services that meet the needs of Aboriginal/Torres Strait Islanders in the Shoalhaven communities
- Provide health education programs, that promote a healthy lifestyle and increases the understanding of the Aboriginal community in regard to the most serious health issues for the Aboriginal/Torres Strait Islanders in the Shoalhaven communities
- Improve opportunities for appropriate and more efficient referral systems between clinicians and other health services
- Increase the services resource base.

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How to Apply for Positions within the SCMSAC

In the first instance, you will need to obtain the Application Form and the particular Position Description for the position(s) you are interested in. If you require further information concerning a particular position, please contact HR.

Before preparing your application, the following information outlines what you are required to do:

1. **Refer to the Job Advertisement**

Information in advertisements is somewhat brief, but the important features to note include:

The **ESSENTIAL** requirements of the job. You must demonstrate that you meet each of the essential requirements, otherwise your application may be culled (eliminated).

The **DESIRABLE** qualities and demonstrated ability or experience in any or all of these areas may improve your application.

The **DATE** by which you must submit the application. **Late applications** will generally not be accepted. However you may request an extension of time to submit your application, which must first be accepted by the Convener.

The **CONTACT PERSON** can provide more information about the job. Before completing your application, you may wish to telephone the contact person to discuss job requirements in more detail or ask any relevant questions to assist in compiling your application

2. **Writing Your Introductory Statement / Letter. (Cover Page)**

You should write how you meet the entire essential criteria and all/or most of the desirable requirements. This information should be summarised in a separate statement or letter and submitted as part of your overall application, otherwise known as a cover page. This information will be used by the Selection Panel to assist in determining if you will be interviewed for the position.

The most important feature of your application is the way you highlight for the Selection Panel, how your qualifications, skills, knowledge and experience meet each of the essential and desirable requirements.

Your application may be one of many the Selection Panel has to review, so make it clear and relevant to the advertised requirements of the job. Do not clutter your application with unnecessary information.

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3. The Application Cover Sheet

The Application Cover Sheet consists of various personal and general questions which must be completed. Referee details, and a checklist for the attached applications and various documents that you will use to substantiate your claims to the position advertised. Finally there is a declaration on what additional information and a final declaration. (Use N/A for any section which may not apply).

Vacancy Details – Write the Position Name, Section within the Organisation and the date it was advertised.

Personal Details- Provide all relevant personal details, including your title, name, DOB, address and contact details.

Specific Details – It is essential that you include your Working With Children Check (WWCC) number, drivers license number and whether you are a person of Aboriginal and/or Torres Strait Islander descent.

General Questions – we require information for various Human Resources purposes on your ability to undertake the position that you have applied for.

References - all applicants for positions within SCMSAC are required to provide (at the time of application) at least two referees who can be contacted after the interview. Only referees who will be readily available (i.e. after interview) for contact during business hours should be provided. You should advise referees beforehand that they are being nominated to speak on your behalf.

SCMSAC reserves the right to contact previous employer(s) nominated in your application. This option may be discussed with applicants at the interview. Contact may be desirable with an applicant's current employer, however, no such contact will be made without prior permission of the applicant.

Applicants Declaration - this section covers legislative and other requirements relevant to both the employer and employee. Your responses to any or all of these statements will not be used to determine your suitability for interview or employment. Please ensure that you read this section carefully before signing the declaration.

4. Statement of Claims addressing the Selection Criteria

The statement of claims addressing the selection criteria is an essential part of your application which provides examples of your relevant skills, capabilities, experience and qualifications to demonstrate how you meet each criterion. The advertisement provides details about the vacancy and the selection criteria. The selection criteria provide the basis for short listing and further consideration of your application. It is important that in your application you address each selection criterion thoroughly, outlining your relevant skills, capabilities, experience and qualifications, using examples to demonstrate your ability to meet each criterion. **If any criterion is not addressed, or insufficiently addressed, your application may not receive further consideration.**

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SUMMARY - Your overall application should contain the following documents:

- a. Completed **SCMSAC Application Cover Sheet (Essential)**
- b. General **Resume** (also known as a CV or Curriculum Vitae) **(Essential)**
- c. Statements of **Claims addressing each Selection Criteria (Essential)**
- d. **Confirmation of Aboriginality** (certified by an incorporated Aboriginal Corporation) **(Essential)**
- e. **Current NSW Working With Children Check (WWCC)** clearance or in application and able to be engaged in paid work **(Essential)**
- f. Copies of **certificates, statements and/or awards** outlining your qualifications/registration etc. necessary for the position **(Optional)**

COMPLETED APPLICATIONS:

Addressed To: The person outlined on the advertisement.

Closing Date: All Applications must be received by the **closing date and time** outlined on the advertisement.

Posted To: **PO Box 548 NOWRA, NSW, 2541**

Hand Delivered: Applications may be hand delivered to:
Admin-OOHC Building - 38-44 Berry St, Nowra, NSW

Email: Electronic lodgment of applications can made directly to the person outlined on the advertisement.

5. The SCMSAC Selection Process

The SCMSAC is committed to maintaining equity and fairness in recruitment and selection processes and recognises merit as the primary basis for selection. This means the suitability of applicants is assessed using a competitive selection process. The selection methods used will vary. Interviews are conducted by a panel of at least three people. The panel usually includes the manager of the position (or a person qualified in the relevant field who has a thorough knowledge of the requirements), a SCMSAC Board member and another person qualified to contribute to the selection process. Panels will consist of at least one male and one female member.

Interviews are not always the preferred selection method. Other methods such as assessment on the basis of applications and referee reports, written or work sample tests and behavioral questionnaires may be used. The advertisement will normally indicate whether interviews will be conducted.

In the short listing of applications and in any further assessment process, a selection panel may consider your capabilities, skills, knowledge, experience and work performance relevant to the advertised job and your demonstrated potential for

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further development. If you are short listed for further assessment, you will be contacted regarding the next phase of the selection process. If you are not short listed, we extend our thanks for considering SCMSAC as a potential employer.

You should be available for an assessment from the advertised closing date. SCMSAC tries to ensure that a minimum of four days' notice for an interview is given to short-listed applicants. Please note that if you are going to be absent from work and/or home at any time within one month following closure of the application period, please note this on your application and, if possible, provide alternative contact details.

If you are interviewed for a position with SCMSAC and are not successful, you may request the opportunity to receive feedback on your assessment. You will also be advised of the outcome of the selection process.

6. Eligibility and Conditions of engagement

Prior to being eligible and successful in gaining employment with SCMSAC you will be required to satisfy the following eligibility checks and conditions of engagement:

Confirmation of Aboriginality - For those applying for Aboriginal designated Positions in the SCMSAC, documentary evidence to confirm their Aboriginality must be provided.

Duty of Disclosure - You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and should be considered by the panel in its assessment.

Probation – at least a minimum probationary period of 6 months applies on engagement (unless otherwise approved). Some positions may require an additional period of probation to fully enable SCMSAC and to fully assess the employee's suitability to the position.

Reference Checks - If SCMSAC is considering employing you, it will make verbal contact with up to two recent referees. Also, for some positions, a check will be made of police records. The Selection Committee will discuss this with you at the interview.

Working With Children Checks – Most positions held with SCMSAC require employees to have some interaction or at least to come in contact with Children. As a requirement, all applicants to positions with SCMSAC must have a NSW Working With Children Check (clearance or in application and able to be engaged in paid work). **For further details, contact NSW Commission for Children and Young People on (02) 9286 7220.**

Health Check - You may be required to complete an Employment Health Declaration form prior to engagement. This form will be used to determine whether you need a medical assessment to determine your fitness for duty and to identify any necessary workplace assessments and adjustments

Qualifications - if you list any formal qualification/s on your application, please note that you may be required to produce original documentation, certifying the qualification/s.