Employment Information Package

South Coast Medical Service Aboriginal Corporation

Thank you for your interest in working with South Coast Medical Service Aboriginal Corporation (SCMSAC). This document shares a snapshot of our organsational objectives and guidelines for applying for a position within our team.

(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).

Our Vision

A thriving community enjoying spiritual, cultural, physical, social and emotional wellbeing, nurtured by strong families, empowered to determine our own futures and benefiting from a deep connection to culture.

Our Purpose

To provide effective, holistic, culturally supportive health, wellbeing and family services to our communities, inspiring each individual to nurture and achieve their full potential. By providing quality services and support, building confidence and resilience, improving knowledge and skills and nurturing a deep connection to culture, we aim to create positive and lasting outcomes for our communities.

Our key objectives are to:

- Nurture connection with Aboriginal culture, identity, heritage and history in all aspects of our program development, service delivery, staff support, communication and approach to wellbeing.
- Sustainably grow and develop the range of comprehensive, culturally supportive health, wellbeing and family services we provide to our communities.
- Support children, young people and their families to enjoy nurturing and safe environments, connected to the love and support of their families and communities, proud of their culture and rich cultural heritage.
- Advance our team to ensure we have an inspired group of well-trained, qualified professionals, dedicated to providing continued quality service to our communities.
- Lead, listen and engage through clear communication and culturally responsive research and practices. Welcome feedback and ensure there is effective two-way communication between our organisation and our communities.

Our services

We are a non-government, not for profit, Aboriginal Community Controlled Health, Wellbeing and Community Services Organisation. Our holistic approach to health and wellbeing considers the physical, emotional, psychological, cultural, and spiritual needs of Aboriginal people and is integrated into all the services we offer which include:

- Health
- Wellbeing
- Child and Family Services
- Family Connect & Support

To find out more about each section, please visit our website.

1800 215 099 or (02) 4448 0200 hr@southcoastams.org.au www.southcoastams.org.au

How to Apply for Positions with SCMSAC

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

Step 1

Refer to the Job Advertisement

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 or completing your application, please contact our Human Resources team.

Information in advertisements are a brief summary of the position, 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 is subject to approval.

Step 2

Writing your Introductory Statement/Letter

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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Step 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. The final section covers any additional information required and legislative and other requirements relevant to both the employer and employee. (Use N/A for any section which may not apply).

- ☐ ***Application 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, Aboriginality and right to work in Australia.
- ☐ ***Position Requirements:*** It is essential that you include your Working With Children Check (WWCC) number, drivers license number and list any health conditions or injuries.
- ☐ ***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 Acknowledgment:*** 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.

Step 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.

Summary

Your overall application should contain the following documents:

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

Completed Applications:

All Applications must be received by the closing date and time outlined on the advertisement, you can:

Email applications to hr@southcoastams.org.au

Post applications to Human Resources, PO Box 548 Nowra, NSW, 2541

Hand Deliver applications to reception at the Jane Ardler Centre 51-53 Berry St, Nowra, NSW

Our Selection Process

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 thorough knowledge of the requirements), 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 behavioural 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 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 via written means (e.g. email).

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 at 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 to fully assess the employee's suitability to the position.

Reference Checks - If SCMSAC is considering employing you, we will make contact with up to two recent referees. Also, 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 Office of The Children's Guardian (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.

Requirements For All Vacancies

South Coast Medical Service Aboriginal Corporation

- Applications must address the key competencies (selection criteria): For an Information Package containing position description, selection criteria and an employment application, please contact Human Resources: email hr@southcoastams.org.au or call 02 4448 0200.

- Preferred applicants will also be required to undergo a National Police Check and obtain a new paid employee Working with Children Check (as required by the Act) prior to appointment with South Coast Medical Service Aboriginal Corporation.

- Salary will be in accordance with the current South Coast Medical Service Aboriginal Corporation Enterprise Agreement.

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- **Aboriginal Designated Positions*. Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975. Proof of Aboriginality must be provided at interview.

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