



GP down south

Local health. Our business.

**HR-FRM-208
APPLICATION PACKAGE TEMPLATE**

APPLICATION PACKAGE

**ABORIGINAL OUTREACH AND ADMINISTRATION OFFICER
DOWN SOUTH ABORIGINAL HEALTH (DSAH)**

APRIL 2018

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ABOUT GP down south

GP down south is a not for profit, community organisation providing health and well being services throughout the Peel and South West regions of Western Australia. We have offices in Mandurah, Harvey, Eaton, Busselton, Manjimup and Collie.

More information about GP down south can be found on our website
www.gpdownsouth.com.au

APPLYING FOR THE POSITION

Thank you for your interest in applying for this position. The following information is to help you to prepare your application.

Eligibility

To be considered for the position, you need to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the application package to make sure you are eligible to apply. If you have any questions about the criteria, give us a call.

Preparing Your Application

Once you are sure you have met all the essential selection criteria your next step is to prepare your application.

1. Covering Letter

Your covering letter should include details of the position you are applying for, together with any relevant information on your availability for an interview and advice regarding how we may contact you during office hours.

2. Resume/Curriculum Vitae

- Brief personal details – Name, Address, Phone Number etc.
- Provide a brief outline of your relevant work history beginning with your most recent position. Include starting and finishing dates, your position, and the types of tasks that were required in each job.
- Your education and training achievements. Include any that you are presently undertaking.

3. Addressing the Selection Criteria

When preparing your responses to the selection criteria we want you to demonstrate how your skills, training and experience show that you meet all the essential selection criteria. This should be limited to **three** A4 pages, no more.

4. Referees

- We want you to provide two referees who will comment on your previous experience, skills and knowledge in support of your application.



- Provide the names of your referees, their relationship to you (i.e. Manager, previous work colleague), work addresses and business hours phone number.
- Please let us know if you do not initially wish us to contact your current work place.

5. General Information

- Typed applications are preferred.
- Include only information that is relevant to the position you are applying for.
- Please do not use cardboard or plastic covers if mailing your application as your application may need to be photocopied.
- Emailed applications are encouraged.

6. Lodging your application

- Applications must arrive by post, hand delivery or email by 4.30pm on Friday 17 April 2018.

7. Privacy

Applications will be kept securely in accordance with our Privacy Policy. Applications from unsuccessful candidates will be kept for a period of 3 months after which time the information will be deleted in relation to electronic files and shredded for paper copies.


Address your application to:

Attention: Sharron Kamp
HR Officer
"Private and Confidential"
GP down south
PO Box 3156
Mandurah WA 6210

Email: sharronk@gpdownsouth.com.au

For further information please call Annette Lawrence Program Manager, DSAH on 9771 2260.

POSITION DESCRIPTION

Position Title	Aboriginal Outreach and Administration Officer (Harvey)
Reporting Structure	 <pre> graph BT A[Aboriginal Outreach and Administration Officer] --> B[Program Manager DSAH] B --> C[Regional Manager – South West] C --> D[Chief Executive Officer] D --> E[Board] </pre>
Location	Harvey
Position Type	<input checked="" type="checkbox"/> Full Time
Position Term	<input checked="" type="checkbox"/> Fixed term contract Commencement Date: Immediate Expiry Date: 30 June 2018
Salary Range	A salary of \$41,555 to \$45,747 per annum (for full time equivalent) is offered dependent upon previous experience and qualifications, plus salary packaging options and statutory rate of superannuation.
Hours per fortnight	75 hrs
FTE for this position	1.0 FTE
Pre-requisites for this position (where applicable)	<ul style="list-style-type: none"> • Current Western Australian Driver’s Licence • National Police Clearance • Working With Children Check WA • Aboriginal or Torres Strait Islander descent under section 50 (D) Equal Opportunity Act



<p>Key Responsibilities</p>	<p>Reception</p> <ul style="list-style-type: none">• Provide front desk reception services to all people entering the DSAH Office in Harvey.• Answer phone calls to ensure all contacts and queries are dealt with in a timely and professional manner <p>General Administration</p> <ul style="list-style-type: none">• Deal with incoming and outgoing daily mail• Manage all incoming and outgoing faxes, filing systems• Complete reports and data entry as required• Maintain adequate supplies of all general office and kitchen consumables• Maintain adequate supplies of stationery and routine printing items• Maintain the organisation and cleanliness of the office and kitchen, removal of waste• Maintain and reconcile the petty cash and ensure adequate petty cash is available <p>Equipment Maintenance</p> <ul style="list-style-type: none">• Arrange routine maintenance and/or repair of the building, work vehicle and equipment• Assist with the design and preparation of reports, newsletters, facts outs, flyers and other promotional materials• Assist with travel and accommodation requirements when required <p>Occupational Health and Safety</p> <ul style="list-style-type: none">• Act as the Emergency Response Warden• Undertake OHS checks as per the OHS reporting calendar <p>Community Transport</p> <ul style="list-style-type: none">• Responsible for the booking and provision of punctual and reliable transport to support members Aboriginal community in attending appointments at health facilities within Harvey.• Maintain transport vehicles in a clean and roadworthy condition.• Undertake monthly vehicle checks and complete reports• Work with community members to promote an understanding of the parameters within which transport services will be made available in accordance with the DSAH transport policy.• Liaise with PATS, SWAMS, General Practices, and WACHS SW Aboriginal Liaison Officers to arrange transport, and if necessary accommodation, for clients where their travel requirements are outside the parameters of the DSAH transport policy.• Work with the local Aboriginal community to improve access to DSAH and other health related services.• Maintain records as agreed with the Program Manager (DSAH), including but not limited to: log books; transport records; and vehicle maintenance• Ensure health and safety and vehicle legislative standards are maintained when transporting clients, including the use of appropriate restraints for passengers e.g. seat belts and child seats.
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	<p>Community Outreach</p> <ul style="list-style-type: none"> • To establish links with local Aboriginal communities to encourage and support the increased use of health services, including health assessments for Aboriginal people and to identify Aboriginal people who would benefit from improved access to health services. • To assist the Care Coordinator to identify barriers that may impact on access to health services by Aboriginal people. • Provide practical assistance to identified Aboriginal and Torres Strait Islander people to attend appointments for any recommended MBS Health Assessment and to access other health services as required, including follow-up care, specialist services and community pharmacies. • To distribute available information/resources to local Aboriginal and Torres Strait Islander communities about the services that are available to/for them and encouraging them to make the first contact with primary health services. • To encourage Aboriginal and Torres Strait Islander people to self-identify and to register for a Medicare card. • To provide feedback to GP down south regarding problems encountered that may be restricting Aboriginal peoples' access to health services and in conjunction with the Care Coordinator, work to implement solutions. • To promote cultural safety training to general practice staff and other primary health care providers and assist providers in providing culturally appropriate and safe environments. <p>Other</p> <ul style="list-style-type: none"> • Attendance at all required meetings including Program meetings. • Undertake training and development as required.
<p>Additional Responsibilities (as appropriate)</p>	<p>Planning</p> <ul style="list-style-type: none"> • Participate proactively in GP down south's strategic and annual planning processes • Participate in relevant data gathering processes as required for long term planning <p>Service Delivery</p> <ul style="list-style-type: none"> • Provide all service delivery in accordance with relevant program guidelines, plans and contractual / statutory requirements • Maintain service delivery records to allow for appropriate knowledge management and information sharing within the organisation • Deliver services and contribute to GP down south programs and activities in a timely and efficient manner <p>Reporting / Evaluation</p> <ul style="list-style-type: none"> • Comply with all relevant reporting requirements • Maintain up to date records, in accordance with portfolios / key responsibilities. • Contribute to data collection and program / activity review processes <p>Team Work and Communication</p> <ul style="list-style-type: none"> • Work as part of a team in a constructive and harmonious manner • Attend staff meetings, planning days and other meetings as requested



	<ul style="list-style-type: none"> • Contribute skills and knowledge to the organisation as appropriate • Represent GP down south professionally, through appropriate networks, and to other organisations and the community <p>Mental Health and Wellbeing</p> <ul style="list-style-type: none"> • Take reasonable care of your own mental health and wellbeing, including physical health • Take reasonable care that your actions do not adversely affect the mental health and safety of others in the workplace • Educating yourself about mental health • Supporting initiatives aimed at improving mental health in the workplace <p>Quality</p> <ul style="list-style-type: none"> • Comply with the Quality Management System. • Actively participate in continuous improvement. <p>Compliance</p> <ul style="list-style-type: none"> • Comply with all contractual, statutory and organisational obligations, deliverables and / or performance indicators as relevant to your portfolios / key responsibilities. <p>Other:</p> <ul style="list-style-type: none"> • Undertake any other duties as reasonably directed by your Manager or CEO
Superannuation	Prevailing statutory rate on top of salary.
Salary Packaging	GP down south is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax (FBT) exempt salary packaging is available to GP down south staff to a maximum of the threshold cap for the current FBT year.
Employment Framework	GP Down South Ltd Enterprise Agreement 2015.

SELECTION CRITERIA

Essential

1. Identify as Aboriginal or Torres Strait Islander descent under section 50(d) Equal Opportunity Act.
2. High level of interpersonal skills including the ability to communicate sensitively with Aboriginal & Torres Strait Islander (ATSI) people.
3. An interest in Aboriginal Health issues and enthusiasm to provide assistance to others in the community.
4. Demonstrated ability to work independently and deal with a wide range of people and situations.
5. Ability to record and report routine data relating to activities undertaken.
6. Experience adhering to organisational policies and procedures.
7. Understanding & adherence to client confidentiality protocols and values.
8. Demonstrated time management skills and sound knowledge of Microsoft programs (ie: Word, Outlook, Excel) and good literacy skills.
9. Demonstrated ability to work co-operatively and as part of a busy team.

Desirable

1. Experience in providing client support and identifying barriers to service provision.
2. Experience working in the health or community sector.

Pre-requisites

As part of the condition of employment you are required to hold the following:

1. A current Western Australian Drivers Licence.
2. A National Police Clearance
3. A Working with Children Card.