



GP down south

Local health. Our business.

HR-FRM-208
APPLICATION PACKAGE TEMPLATE

APPLICATION PACKAGE

TRANSPORT LIAISON OFFICER
NIDJALLA WAANGAN MIA

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 Thursday 12 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 Kerry Cabassi on 9586 4580.

POSITION DESCRIPTION

Position Title	Transport Liaison Officer
Reporting Structure	 <pre> graph BT A[Transport Liaison Officer] --> B[Practice Manager] B --> C[Regional Manager Peel] C --> D[Chief Executive Officer] D --> E[Board] </pre>
Location	Nidjalla Waangan Mia, 112 Lakes Road, Mandurah WA 6210
Position Type	Casual
Salary Range	<p>A pay rate of \$27.99 per hour</p> <p>As a casual employee you are not entitled to payment for annual leave and public holidays and instead receive a 25% loading in addition to your ordinary hourly rate in lieu of these provisions.</p>
Pre-requisites for this position (where applicable)	<ul style="list-style-type: none"> • Current Western Australian Drivers Licence • Current Western Australian F (bus) extension licence. (or obtain asap). • National Police Clearance • Pre-Employment Health Declaration
Key Responsibilities	<ul style="list-style-type: none"> • Well presented, punctual and reliable provider of transport services • Responsible for the provision of transport to support members of the Peel ATSI community in attending appointments at health facilities within the Peel region • Provide transport using a 14 seater bus or car as appropriate and as arranged through the booking system • Maintain transport vehicles in a clean and roadworthy condition • Work with the Practice Manager and community members to promote



	<p>an understanding of the parameters within which transport services will be made available</p> <ul style="list-style-type: none"> • Work with the local Aboriginal community to improve access to Nidjalla Waangan Mia and other health related services • Maintain records as agreed with the Practice Manager including but not limited to: log books; transport records; and vehicle maintenance • Maintain the transport service in accordance with guiding policies and procedures • Maintain professional knowledge and skills including participation in staff development programmes. • Participates in the quality improvement process
<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 • 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,



	<p>deliverables and / or performance indicators as relevant to your portfolios / key responsibilities.</p> <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.
2. Western Australian Drivers licence and Western Australian F class Licence (or willing to obtain).
3. Demonstrated ability to communicate effectively and sensitively with Aboriginal people.
4. Strong written and verbal communication skills.
5. Computer literate with practical working knowledge of Microsoft Office applications.
6. Conflict management and negotiation skills.
7. Demonstrated ability to work as part of a multi-disciplinary team and unsupervised.

Desirable

1. Understanding of health issues impacting on Aboriginal people.
2. Past experience in a similar position.
3. Current Senior First Aid Certificate (or willing to obtain).

Pre-requisites

If you are successful it is a condition of employment to hold the following:

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