



## **Employment Package**

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## 1. Job Advertisement



**Yerin Aboriginal Health Services Limited**

**Position Vacant**

**Fulltime Early Childhood Nurse**

**Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply**

### Overview of Position

Yerin Eleanor Duncan Health Centre is looking for a suitably qualified person to be a part of our multidisciplinary team as an Early Childhood Nurse. The position holder will sit within the Dhanggan Gudjagang Team (Maternal/ Child & Family) and work within the Primary Health Care Team in order to improve access through delivering initiatives that respond to the local needs of the community. You will need to be able to multi-task, have excellent communication skills, be well organised and able to effectively time manage. The successful candidate must be able to demonstrate their ability to work with Aboriginal and Torres Strait Islander people. You will participate in a team environment but also be able to work independently.

A Competitive Salary Package is available including salary sacrifice.

For a confidential discussion about the position requirements please contact Georgee Moore, Program Manager on 02 43511040 or E: [gmoore@yerin.org.au](mailto:gmoore@yerin.org.au).

All applicants **must obtain an application pack and address the Essential and Desirable criteria in the Position Description** visit our website [www.yerin.org.au](http://www.yerin.org.au) to obtain the application package.

***Job Applications close Friday 23<sup>rd</sup> August 2019 at 5pm***

## **2. About Yerin Aboriginal Health Services Limited**

Yerin Aboriginal Health Services was incorporated in February 1996 and was transferred to a Company Limited by Guarantee in February 2018. Yerin is the auspicing organisation of the Eleanor Duncan Aboriginal health Centre, based at Wyong NSW.

Yerin Aboriginal Health Services Inc. is a community controlled primary health care service – National research highlights that this model of care is more responsive to the medical, social and emotional needs of Aboriginal people. Our services are delivered in a culturally safe and proficient manner.

Yerin Aboriginal Health Services Inc. has a solid record of achieving health outcomes for Aboriginal people residing on the New South Wales Central Coast.

## **3. Position Description** – PLEASE REFER TO SEPERATE ATTACHMENT

(refer to the essential and desirable criteria as part of your application as per Step 5).

## **4. The Appointment Process**

Appointment to the position is based on merit. Merit is determined through an assessment of your abilities as they relate to the person specification and essential/Desirable skills. To determine your merit, the selection committee will rely on –

- your application, comprised of
  - **Criteria Document - addressing the Essential and Desirable Criteria contained in the Position Description document**
  - **Copy of Resume /CV**
  - **a Cover letter**
- an interview (if you are called) and the opinion of your referees (if you are short listed after interview)
- If you are successful but before you are officially appointed, you may be expected to verify your credentials and certified copies of your academic or other records. It is suggested you organise this so they will be ready if requested.
- Before you are officially appointed all necessary Working with Children's check and National Criminal Police Check will be carried out.

## **5. How to Apply**

- To apply for the position, please send your application consisting of
  - Criteria document,
  - Resume /CV and
  - Cover letter

by **email, post or in person to Yerin Aboriginal Health Services by the due date as given on the Job Advertisement.**

## **A. Criteria Document**

- List each of the essential skills required in the POSITION DESCRIPTION and describe how you meet them.
- List each of the skills desirable requirements in the POSITION DESCRIPTION describe how you meet them.

## **B. Resume**

Please ensure you have in your resume

- all contacts details – full name, email, mobile, other contact details
- all relevant qualifications and work history
- List of current referees and contact details

Give the names of no more than three people who can provide information on your employment and work performance relevant to the requirements for the position, including one referee confirming your involvement in the local Aboriginal community.

## **C. Covering Letter**

- The letter should summarise your application, stating your intent and your overall suitability for the position

PLEASE NOTE: All relevant certificates, clearance documents can be brought to interview for sighting and photocopying and do not need to be attached in the application.

## **6. The Interview and Reference Check**

The interview will be conducted by a selection panel of at least three people of whom at least one is male and one female. The panel will include the direct line manager of the position you are applying for, an independent (a person not employed by Yerin Aboriginal Health Services Inc.), and another person who can contribute to the selection process.

### **Before the interview**

The panel will assess your Application, based on the 3 documents submitted. Applicants meeting the essential and desirable criteria will be prioritised for interview. The interview date and times will be set by the panel and contact will be made by phone for interview times.

### **At the interview**

Please arrive at the interview location 15 minutes before your interview time to ensure all appropriate sign in process is completed.

At the beginning of the interview, the convenor will introduce you to the panel members and will explain the interview process. All interviewees will be encouraged to engage with the panel in discussion, as part of their response to set questions. The panel will be required to document the interviewees responses.

Questions will be primarily focus on:

- Your career, education and engagements (as described in your Resume)
- Your ability to meet the essential skills for appointment (as set out in your cover letter for the person specification) and to perform the job (see the Position Description, above)

You will be free to tell the panel more about particular areas of your application, to ask questions about the position, and provide the panel with more information to help your application.

### **After the interview**

- The panel will rate the strengths and areas in need of development of each applicant and prepare a short list.
- Referees will normally be contacted before a preferred candidate is recommended for appointment, and a Working with Children's check will be conducted. If you have not included names of referees in your claim for Position, you will be contacted to provide.
- You will be advised in writing the result of your application normally within 2 weeks of interviews.
- If your application is unsuccessful, you may wish to contact the convenor of the panel to discuss your performance in the interview.

### **7. Appointment and Conditions**

- If your application is successful, a Yerin Aboriginal Health Services Inc. representative will contact you and offer the position to you.
- If you accept the offer you may be required, before the appointment is confirmed, to provide proof of your identity and any other necessary documentation that may be relevant including certified educational records.
- A Working with Children check will be conducted as per Child Protection (PROHIBITED EMPLOYMENT) Act 1998
- A National Criminal History Record Check will be conducted.

**For any further information please contact the nominated recruitment contacts on the advertisement on 02 43 511 040 or email [recruitment@yerin.org.au](mailto:recruitment@yerin.org.au)**