



## Durri Aboriginal Corporation Medical Service

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15 – 19 York Lane

(PO Box 136)

Kempsey NSW 2440

*With Compliments*

### **Position Application Package**

**Position Name:** Aboriginal Family Partnership Worker - Kempsey - ANFPP

**Position No (If applicable):** N/A

**Contact Name:** Cindy Gordon

**Telephone:** (02) 6560 2363

## General Conditions of Employment

<b>Position:</b>	Aboriginal Family Partnership Worker - Kempsey - ANFPP
<b>Position No (If applicable):</b>	N/A
<b>Award:</b>	ACCHS 2010
<b>Classification:</b>	AHW Grade 2-3 Levels 1-3 ( <b>please note:</b> Grade 3 is contingent upon successful candidate holding current Aboriginal Health Practitioner registration or Durri approved relevant equivalent)
<b>Salary:</b>	\$58,114.16 to \$69,258.80 per annum
<b>Award entitlements:</b>	Uniform allowance
<b>Identified positions:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
<b>Benefits:</b>	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
<b>Employment clearances:</b>	Selection criteria - see attached
<b>Application:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Monday 17 September 2018 at 5.00 pm

## Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For nearly 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation:

<http://macleayvalleycoast.com.au/>

<http://www.nambuccatourism.com.au/>

**Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.**

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

**1. Completed position application form** - see page 5.

**2. Covering letter**

A covering letter not exceeding one page is required.

**3. Resume**

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

**4. Selection criteria** - see pages 6-7.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

***If you do not address each selection criteria your application will not be considered.***

## **5. Supporting information**

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

### **Late Applications**

Late applications will not be considered for interviews.

### **Interview**

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

### **Reference Check**

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Drivers Licence:    
                             Yes            No

Drivers Licence Class: .....

Drivers Licence expiry date: .....

Do you identify as Aboriginal or Torres Strait Islander?    
   Yes            No

Do you identify as having a disability?    
   Yes            No

Are you an Australian citizen or permanent resident?    
   Yes            No

Do you have Working with Children check number?   If Yes provide WWCC No: .....  
   Yes            No

Do you have a current Police check?   If Yes provide date: .....  
   Yes            No

Do you have evidence of Vaccinations?    
   Yes            No

Have you provided evidence of your Qualifications?    
   Yes            No

Where did you see this position advertised? .....

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



## **Family Partnership Worker: Australian Nurse Family Partnership (Contracted Fulltime)**

### **1. PURPOSE STATEMENT**

Durri ACMS aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people and their families in the Macleay & Nambucca Valleys and to advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for clients.

Durri ACMS's vision is to provide an efficient and effective community based primary health care service that is delivered in a culturally sound manner to meet the needs of Aboriginal people and Torres Strait Islanders.

Aboriginal self-determination and the fundamental right of every man, woman and child to access and receive appropriate health care, form the impetus of Durri's approach to improving health at the local community level.

Durri ACMS operates from 2 sites based in Kempsey and Nambucca, and accommodates the following services on this site:

- General clinic, including acute care, specialist and allied health clinics and chronic disease management
- Child and Maternal Health
- Oral Health
- Health promotion, education and awareness
- Safety & Wellbeing.

### **Purpose of the Position:**

The Family Partnership Workers contributes to the cultural acceptance of the program within the community and the maintenance of culturally safe visits to participating mothers and their families. The positions support the ANFPP team on a broad range of cultural issues and liaises with clients, family and community members.

### **Key Responsibilities:**

- Introduces the program to prospective clients and provides advice to the team on issues that may positively influence the client's experience within the program
- Assesses physical, emotional, social and environmental needs of women and their families as they relate to the ANFPP domains.
- Provide education, support and referral resources when assisting women and their families to identify and achieve their stated goals.
- Consults and collaborates with other professionals/agencies involved in providing services to women and families
- Collects ANFPP data and inputs into the Data Collection System.

## **SELECTION CRITERIA**

**Your application for this position must include your CV and specifically address each of the selection criteria listed below. Short listing and selection will be based upon these selection criteria.**

- Minimum Cert IV Community Services and or Cert III Aboriginal and Torres Strait Islander Primary Health Care or working towards / willing to obtain
- Experience in community based services
- Demonstrated experience in developing and conducting community based programs
- Demonstrated ability to work independently with limited supervision, together with the ability to work in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature and meet organisational demands.
- Knowledge of, and connection to Macleay and or Nambucca Valley Aboriginal and Torres Strait Islander communities
- Demonstrates a high level of professional integrity with regard to client privacy and confidentiality
- Current driver's license and current WWCC's and National Police Check Clearance

Further information on the Australian Nurse Family Partnership Program can be found of the following website: [www.anfpp.com.au](http://www.anfpp.com.au)

**Enquiries about the position can be directed to Cindy Gordon by email  
[cindy.gordon@durri.org.au](mailto:cindy.gordon@durri.org.au) or by phone (02) 6560 2307**

**Applications (Resume and brief covering letter addressing the key requirements above) can be addressed to  
[hr@durri.org.au](mailto:hr@durri.org.au)**

**APPLICATIONS CLOSE DATE Monday 17 September 2018**