



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

*With Compliments*

### Position Application Package

**Position Name:** Administration Trainee

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

**Contact Name:** Sue Edwards

**Telephone:** (02) 65602306



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:  
PO Box 136  
Kempsey NSW 2440**

## General Conditions of Employment

<b>Position:</b>	Administration Trainee
<b>Position No (If applicable):</b>	N/A
<b>Award:</b>	ACCHS 2010
<b>Classification:</b>	Administration Grade 2 Level 1
<b>Salary:</b>	\$53,727.00
<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 page 6.
<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>	Thursday 4 April 2019 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 page 9.

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 If Yes provide Date of Birth: .....

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:		

## Selection Criteria

Multiple opportunities for Trainee Administration Officers exist across Durri ACMS. The Trainee Administration Officer is required to provide a high quality administrative service to support the organisations general office and finance functions as required.

The personal attributes of the role are:

- Excellent interpersonal skills and good written and verbal communication skills.
- Ability to work independently as well as part of a team.
- Good organisational skills.
- Ability to prioritise workload.
- A pleasant telephone manner and ability to use the telecommunication equipment.
- General proficiency with computers and comprehensive skills in Microsoft Office applications, in particular – Word, Excel, Access. Experience in the use of email.
- Proficiency in the use of general office equipment.

Essential:

- Good level of communication skills – interpersonal, written and verbal;
- Basic level of numeracy and literacy skills;
- Basic organisational skills;
- Basic computer skills in Microsoft Office Suite;
- Ability to undertake cash handling duties in line with set policies and procedures; and
- Willingness to undertake study
- Current NSW Working With Children Check
- Current Criminal Record Check
- Current valid NSW Drivers Licence, minimum of Class 'C' or equivalent
- Senior First Aid or willingness to undertake training

In addition to completing the application form, please forward a copy of your CV together with a one page summary telling us why you are looking for a traineeship with Durri ACMS, and what **YOU** would bring to the organisation.

**Applicants Please Note:** This is an Aboriginal identified position