



## 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:** Administration Officer - ANFPP

**Position No (If applicable):**

**Contact Name:** Paula Skinner

**Telephone:** (02) 65602307

## General Conditions of Employment

<b>Position:</b>	Administration Officer - ANFPP
<b>Position No (If applicable):</b>	
<b>Award:</b>	ACCHS Administration
<b>Classification:</b>	Grade 2
<b>Salary:</b>	Commencing \$51,910 per annum
<b>Award entitlements:</b>	Uniform allowance
<b>Identified position:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position
<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 pages 8 and 9.
<b>Applications:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Chief Operations Officer Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Wednesday 03 January 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.

Over the last 30 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://www.nambuccatourism.com.au/>  
<http://macleayvalleycoast.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 8 and 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?  Yes       If Yes provide WWCC No: .....

Do you have a current Police Check?  Yes       If Yes provide date: .....

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:		



**Administration Officer - ANFPP**  
**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 position of Administration Officer will contribute to supporting the improvement of the personal and environmental health, wellbeing, learning and development of Aboriginal and/or Torres Strait Islander children and their families by working with the Nurse Supervisor, Nurse Home Visitors and Family Partnership Workers in the implementation of the Australian Nurse Family Partnership Program (ANFPP).

The Administration Officer will provide administrative support to ensure the effective daily operation of the ANFP Program including maintenance of data systems, accurate and timely input of Program data, assistance with production of management reports and the sourcing and maintenance of Program resources.

The Administration Officer will report directly to the ANFP Nurse Supervisor and will function as an integral part of Durri's ANFP Program.

## 2. KEY RESPONSIBILITIES/DUTIES

- Perform with limited supervision a broad range of administrative support functions including organising forms, photocopies, files, orders, program materials and educational handouts; and make reminder calls for visits as requested by the Nurse Supervisor, Nurse Home Visitor and Family Partnership Workers to assist with ANFP Program delivery and follow-up as required
- Monitor and manage administration systems to ensure effective storage, maintenance and operation of Program assets and resources for use by ANFP field staff as needed
- Develop knowledge and provide training to ANFP Program staff in the care and operation of Program resources and assets
- Participate in team meetings and data management activities
- Provide assistance to ANFP Program related families, clinical nurses, therapists and practitioners, including specialists, pharmacists and allied health as required to ensure clear communications and confidence in Program activities at all times
- Maintain accurate and confidential records and statistics of daily activities
- Input ANFP data in a timely and accurate manner into appropriate information systems, comply with or assist in the compilation of statistical information for program reports
- Complete general clerical functions such as sorting, and distributing mail; typing material from typed or handwritten copy; preparing correspondence, reports, taking minutes and other documents, etc.
- Make full use of computerised data entry equipment and various word processing, spreadsheet and file maintenance programs to enter, store and/or retrieve information as requested or necessary, and summarise data in preparation of standardised reports
- Where required, liaise with staff of Durri's health and social health services, government and non-government agencies or other organisations in an appropriate manner that assists ANFP Program staff and client families
- Compile and catalogue a variety of community education resources, and, as delegated by the ANFP Nurse Supervisor, participate in community outreach activities such as preparing PowerPoint presentations, distributing program brochures, arranging meetings or meeting venues, retrieving client referrals, and associated tasks
- Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities
- Participate in meetings, supervision and performance reviews in accordance with organisational requirements
- Work within Durri's Workplace Health and Safety requirements and instruction and advise of any concerns about safety in the workplace
- Contribute to quality management systems and continuous improvement processes

- Participate in organisational and community activities to advance the health of Aboriginal and Torres Strait Islander people
- Other duties as required, within your skills, experience and capacity.

### **3. 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.**

- Demonstrated practical skills and experience in providing administration support including taking and transcribing minutes, preparing documents and correspondence, maintaining record systems and data entry
- Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people
- Extensively developed interpersonal and communication skills including the ability liaise and network with a range of stakeholders as well as effectively advocate for, and articulate the interests of, Aboriginal and Torres Strait Islander individuals and families
- 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.

#### **Essential Requirements:**

- The Administration Officer role is an Identified position
- It is a condition of employment that all employees are holders of a current and valid Working with Children Check and National Police Check
- Possession of a current "C" class driver's licence
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff
- Ability to use Microsoft Office software and the ability to use or willingness to gain proficiency in the client information management systems.

#### **Additional Requirements:**

- Employees are required to demonstrate a commitment and capacity to engage in ongoing self-development by participating in courses and programs with a focus on qualifications/skills upgrade
- Experience working with people from Aboriginal and Torres Strait Islander communities and groups and within an Aboriginal community controlled health setting
- A non-smoking policy is effective for all staff across Durri ACMS's worksite and vehicles



- Employees may be required to work outside of core business hours from time to time

**Applications addressing the selection criteria are to be received by no later than close of business on Wednesday 03 January 2018 at 5.00 pm.**

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 Paula Skinner by email**

**[Paula.Skinner@durri.org.au](mailto:Paula.Skinner@durri.org.au) or phone 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 Wednesday 03 January 2018 at 5.00 pm**