****

**General Employment Information**

|  |  |
| --- | --- |
| **Position Title**  | Traineeship – Business Administration Certificate III (Medical) (BSB3115) |
| **Basis of Employment** | Fixed Term (1) one year |
| **Location** | The position is based in Ravenshoe. Travelling throughout the geographic service area of Mamu Health Service Limited (MHSL) is a requirement of this position |
| **Award****Remuneration**  | Aboriginal & Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 Trainee |
| **Payment of Wages** | MHSL employees are paid weekly and all payments are made directly by EFT into employees nominated bank accounts |
| **Leave** | MHSL employees receive 5 weeks annual leave (leave loading at 17.5%) and 12 days sick/personal leave |
| **Superannuation** | MHSL makes a contribution to your nominated superannuation fund of 10% of the employee’s gross base salary |
| **Salary Sacrifice** | MHSL employees enjoy the benefits of salary sacrifice up to the maximum allowable under current Federal rules for PBI (Public Benevolent Institutions). This is currently offered through Eziway |
| **Employee Assistance Program** | MHSL has an Employee Assistance Program available to all employees. This is a free and confidential counseling service available to employees and their families |
| **Professional Development** **Identified Positon** | MHSL employees have ongoing professional development opportunitiesThe Traineeship role is an ***Identified*** position.***It is a genuine occupational requirement that it is filled by an Aboriginal or Torres Strait Islander person as permitted and arguable under Section 25, 104 and 105 of the Queensland Anti-Discrimination Act 1991.*** |
| **Applying for the position****Application Closing Date** | To apply for the position you will need to forward your application with the following to: **recruitment@mamuhsl.org.au*****Applicants need to submit a resume, certified copy of qualification, proof of COVID Vaccination and an application letter that addresses the Key Selection Criteria (no more than two pages).***Further information can be obtained by visiting [www.mamuhsl.org.au](http://www.mamuhsl.org.au)And/or contacting Julie Browne on 07 40619988 ***Applications that do not address the Key Selection Criteria will not progress in the recruitment process.****Applications close on Friday 22nd April 2022 5.00pm.* |