**APPLICATION INFORMATION PACKAGE**

**Human Resources Support Officer**

**VISION STATEMENT**

To improve the health of Aboriginal and Torres Strait Islander people through a community

Controlled health service

**MISSION STATEMENT**

To empower Aboriginal and Torres Strait Islander people who live long healthy lives.

This application package contains the following information to assist you with your submission.

1. General Conditions of Employment
2. Position Description
3. MHSL Application Form
4. Information for applicants regarding the Selection Criteria/Knowledge skills & attributes

You are required to:

1. Complete the MHSL Application Form
2. Attach your application with a cover letter and your responses to the Selection Criteria/Knowledge, Skills and Personal Attributes 1-2 pages
3. Attach your resume and other supporting credentials
4. Provide at least 3 work related referees

**ROLE DETAILS**

**Human Resources Officer**

Position Title: *Human Resources Support Officer*

*Aboriginal & or Torres Strait Islanders are strongly encouraged to apply*

Term: Full time – subject to renewed funding

Location: The position is based in Innisfail. You may be required to travel to service our outreach clinics at Ravenshoe, Babinda, and Tully

Award: *Aboriginal and Torres Strait Islander Health Workers & Practitioners and Aboriginal Community Controlled Health Services Award (MA000115)*

Salary: Based upon skills and qualifications

Payment of Wages: Mamu Health Service Limited employees are paid weekly and all payments are made directly by EFT into nominated employee’s bank account.

Leave: Mamu Health Service Limited staff receive Five (5) Weeks annual leave and Twelve (12) days sick leave. Mamu Health Service Limited are not paid for overtime, however can accrue TOIL (time off in lieu) with supervisor approval.

Superannuation Mamu Health Service Limited makes a contribution to your nominated superannuation fund of 10.5% of the employee’s gross base salary.

Salary Sacrifice: Mamu Health Service Limited staff enjoy the benefits of salary sacrifice up to the maximum allowable under current Federal rules for PBI (Public Benevolent Institutions). Mamu Health Service Limited salary sacrifice is offered through Eziway.

EAP: Mamu Health Service Limited has an Employee Assistance Program available to all staff.

Professional Development: Mamu Health Service Limited staff have ongoing Professional Development available to ensure best service to our clients/community.

**ROLE DETAILS**

**GENERAL CONDITIONS OF EMPLOYMENT**

Criminal History Check: It is a condition of employment that all employees are holders of a current and valid ‘blue card’ working with Children Check. Employment cannot continue where your blue card application is not approved / negative / or disqualified.

Vaccine Preventable Disease Mamu Health Service Limited is committed to providing a safe and healthy working environment for all employees ensuring the health and safety of all clients in health care settings.

Immunisation guidelines for staff have been established and are managed through the Mamu Health Service Limited Policy for Vaccine Preventable and Infectious Disease. The policy involves assessing risk of employees in relation to direct or indirect contact with blood or body substances, laboratory environments of exposure to infectious diseases.

If you are working in a health care environment, you must provide information about your immunisation status or previous infection with some diseases prior to employment

Confidentiality: It is a requirement of employment that all employees sign a Confidentiality Agreement upon commencement of employment

Drivers Licence: Mamu Health Service Limited staff must have a current valid Queensland Drivers Licence

**HOW TO APPLY**

This Information Package is designed to give you some general information and to assist you with your application.

Mamu Health Service Limited is committed to the principles of Equal Employment Opportunity and Anti-Discrimination. These principles are applied to recruitment to promote fair, merit-based selection processes. Employment equity, education and professional development are strong focuses as employees hold the key to the performance and success of our organisation.

Before preparing your application you should read all the information in this package carefully. Particular attention should be given to the enclosed Position Description and the Selection criteria found in the Position Description.

Applicants are requested to include the following in their application:

1. **Cover letter and application cover sheet**

Complete application form within this application package and a cover letter stating the position for which you are applying.

1. **Required Selection Criteria**

Your application **must** include statements, which address the Selection Criteria and be no more than 1-2 A4 page. Shortlisting for interview is based on your responses meeting the Selection Criteria. Applicants who do not address the Selection Criteria will not be interviewed.

1. **Current Resume**

An up to date resume including recent work history is to be provided including educational history and list of qualifications and year obtained. You should NOT send the following: Your photograph, Original documents (Original and supporting documentation may be required at the interview) or Folios and binders

1. **Referees**

Please provide at least three (3) recent work related referees who we can contact

1. **Immunisation History**

It is a requirement working at Mamu Health Service Limited to be fully vaccinated, copies of vaccination history must be submitted with application.

1. **Qualifications**

Copies of required qualifications for position must be provided in your application.

**HOW YOUR APPLICATION IS ASSESSED**

Each position has a selection panel established to manage the recruitment process. The selection panel will consist of 2 -3 people who will assess your skills, knowledge and abilities to meet the selection criteria and include:

* Short-listing – based on written application and responses to selection criteria
* If you are short-listed an interview will take place and the interview panel will ask you a series of questions. You will be contacted by contact telephone if you have made the short listing process. Please allow up to 3 -4 weeks from the position closing date to receive notice of your short listing. All unsuccessful applicants will be notified of the outcome of the process in writing after the completion of the recruitment process.

**LATE APPLICATIONS**

Late applications may be considered at the discretion of the selection panel and dependent on circumstances.

**FORM**

**APPLICATION FOR EMPLOYMENT**

**This form must be attached to your application.**

**POSITION APPLIED FOR**: Human Resources Support Officer

**PERSONAL DETAILS:**

**Title:** *(Please tick)*  Mr Mrs Ms Miss

**Family Name**:…………………………………………………**Given Name/s**:……………………………………………………….

**Street Address:**……………………………………………………………………………………………………………………………...

**Suburb:**………………………………………………………………………..………**Post Code**…………………………………………

**Telephone**:………………………………………….…….………… **Mobile**:……………………………………………………………

**Email *(Home****)*:…………………………………………………………………………………………………………………………………

**Postal Address (if different from Street**):……………………………………………………………………………………….

…………………………………………………………………………………………………….…………………………………………………

**Do you identify as:** *(please tick)*

Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander Non-Indigenous

**QUALIFICATION DETAILS:**

Please list qualifications and year obtained:

Qualification: ………………………………………………………………………………Year Obtained: ……….………………

Qualification: ………………………………………………………………………………Year Obtained: ……….………………

Qualification: ………………………………………………………………………………Year Obtained: ……….………………

Qualification: ………………………………………………………………………………Year Obtained: ……….………………

**REFEREE DETAILS:**

**We require a minimum of three EMPLOYER references -**

1. **Referee Name:………….……………………………………………………………………………………………..……..**

*Referee Contact Number:…………………………………………………………..………………………...………………*

*Referee Relationship:………………………………………………………………..………………………….………………*

1. **Referee Name:………………………………………………………………..…………………………….…………………**

*Referee Contact Number:………………………………………………………………………………….………………….*

*Referee Relationship:…………………………………………………………….……………………….……………………*

1. **Referee Name:………………………………………………………….……………………………….……………………**

*Referee Contact Number:………………………………………………….…………………………………………………*

*Referee Relationship:…………………………………………………………………………………..………………………*

*\*\*\*Please note: Mamu Health Service Limited may ask you to disclose any pre-existing injuries*

**APPLICANT DECLARATION**

I hereby declare that information contained in this document, is to the best of my knowledge true and correct. I acknowledge that any false information may be sufficient cause for dismissal if I am employed by Mamu Health Service Limited

Signature:……………………………………………………………………..Date:…………………………………

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| --- | --- | --- | --- |
| **FAX**  07 3220 6349 | **EMAIL**  enquiries@mamuhsl.org.au | **IN PERSON**  23 Glady Street  Innisfail | **POST**  See details below |

**Postal Address:** Private & Confidential

*Human Resources Officer*

The Chief Executive Officer

Mamu Health Service Limited

PO Box 1537

INNISFAIL QLD 4860

And or email [recruitment@mamuhsl.org.au](mailto:recruitment@mamuhsl.org.au)

**Enquiries regarding this position** - Julie Browne - Email: [jbrowne@mamuhsl.org.au](mailto:jbrowne@mamuhsl.org.au)

**APPLICATIONS CLOSE *5.00pm 30 September 2022***

*We wish you best of luck with your application*