**APPLICATION INFORMATION PACKAGE**

**Mums & Bubs Program Coordinator**

**Introduction**

Thank you for your interest in the vacant position with Mamu Health Service Limited (MHSL).

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

**OUR VISION**

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

**OUR MISSION**

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

**OUR VALUES**

In every way, we will demonstrate reliability, empathy, respect for each other and responsiveness and transparency in our services

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 Selection Criteria

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 1-2 pages
3. Attach your resume and other supporting credentials
4. Provide at least 3 work related referees

**ROLE DETAILS**

**Mums & Bubs Program Coordinator**

Position Title: *Mums & Bubs Program Coordinator*

Term: Full-time

Location: The position is based at 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 and 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 11% 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: A Criminal History Check (AFP) will be conducted upon commencement of employment.

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.

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 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. Selection criteria
* Your application **must** include statements, which address the Selection criteria and be no more than 1-2 A4 page. Shortlisting for an 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

**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 abilities to meet the selection criteria and include:

* Short-listing – based on written application and responses to the 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**: Mums & Bubs Program Coordinator

**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:**

Certificate III Or Higher Qualifications Yes No

Details:

Please list any other qualifications you may have:

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**Relevant Skills & Experience**

***Please provide answers to the following questions:***

1. *Why are you interested in working for Mamu Health Service Limited (MHSL)?*
2. *What are the attributes and skills that you would bring to Mamu Health Service Limited (MHSL)?*
3. *What makes you stand out from other applicants?*

**Selection Criteria**

***Please provide answers and examples to the following criteria:***

1. *Demonstrated ability to respond sensitively, appropriately, and confidentially to the needs of Aboriginal and Torres Strait Islander men and women with respect to health and wellbeing issues.*
2. *High level skills in managing time, setting priorities, planning and organising own work to achieve specific tasks and set objectives efficiently and effectively within set timeframe*
3. *Ability to achieve and adhere to deadlines*
4. *Excellent interpersonal and communication skills with demonstrated ability to effectively communicate with Aboriginal and Torres Strait Islander and non- Aboriginal and Torres Strait Islander people*
5. *Exceptional teamwork skills and ability to work with minimal/no supervision*

**Availability**

Are there any other circumstances that may affect your ability to attend work on any given day or time? (*Please Tick*)

 Yes  No

*If YES, please give details:*

Do you have any holidays booked/time required off over the next 12 months? (*Please tick*)

 Yes  No

*If YES, please describe in detail the dates of holiday/time off required:*

*Are you prepared to undergo a police/criminal history check?* (*Please tick*)

 Yes  No

**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:…………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| **PHONE**07 4061 9988 | **EMAIL**recruitment@mamuhsl.org.au | **IN PERSON**23 Glady StreetInnisfail | **POST**See details below |

**Postal Address:** Private & Confidential

*Mums & Bubs Program Coordinator*

The Human Resources Manager

Mamu Health Service Limited

PO Box 1537

INNISFAIL QLD 4860

**Enquiries regarding this position** - Julie Browne - Email: jbrowne@mamuhsl.org.au

**APPLICATIONS CLOSE *5.00pm Friday 3rd May 2024***

*We wish you best of luck with your application*