

GURRINY YEALAMUCKA
HEALTH SERVICE ABORIGINAL CORPORATION

JOB APPLICATION KIT

GUIDELINES FOR CANDIDATES APPLYING FOR THE POSITION OF:

CERT 3 or Cert 4 Indigenous Health Worker

APPLICATIONS CLOSE – 16.30pm Friday the 20th of September 2019

No Late Applications will be accepted

WHOM TO CONTACT

Human Resources Manager – Susanne Dale
Lot 207 Bukki Road, Yarrabah QLD 4871
Phone: 42 2 64 100 or 42 2 64 142 (Ext 64142)
Fax: 07 40569 368 Email: susanne.dale@gyhsac.org.au



Application Guidelines

Thank you for your interest in employment at Gurriny Yealamucka Health Service Aboriginal Corporation. Gurriny is becoming one of the fastest growing health organisations in Far North Queensland. This application pack contains an application guideline document, position description and contact details for any further information required.

The following information lists Gurriny's vision mission, values, and some guidelines to assist you with your application.

Gurriny's Vision

Gurriny, as the community controlled health service will lead the advancement of equitable health outcomes for the people of Yarrabah.

Gurriny's Mission

"Gurriny will "Close the Gap" through progressing quality health care services that Are underpinned by gold standard governance and business practices."

Gurriny's Values

Quality of Service – Gurriny Yealamucka Health Services Aboriginal Corporation values the responsibility of providing a quality health service to all residents of Yarrabah; Gurriny will maintain a high standard of care across all levels of the organisation.

Leadership – Gurriny Yealamucka Health Services Aboriginal Corporation will endeavour to represent the Yarrabah Community through strong leadership to ensure the delivery of health services are maintained and improved upon as determined by the needs of the clients.

Commitment – Gurriny Yealamucka Health Services Aboriginal Corporation strives to provide 100% commitment to all levels of the organisations business and in its capacity to support the Yarrabah community.

Accountability – Gurriny Yealamucka Health Services Aboriginal Corporation aims to be accountable to the appropriate stakeholders within the organisation, the Yarrabah community, Government and Non-Government sector.

Teamwork – Gurriny Yealamucka Health Services Aboriginal Corporation recognises and understands the value of teamwork and insists upon a team approach in service delivery and Management to maximise outcome.

Gurriny's Goals

1. To increase and maintain the Health standards of people in Yarrabah and surrounding areas by delivering a service through the governance and management of an Aboriginal Community Controlled Health Service.

2. In partnership with Queensland Health develop a capacity building infrastructure that supports Gurriny Yealamucka Health Services to incorporate Primary Health Care as the

Application Kit Guidelines – Cert 3 or Cert 4 IHW



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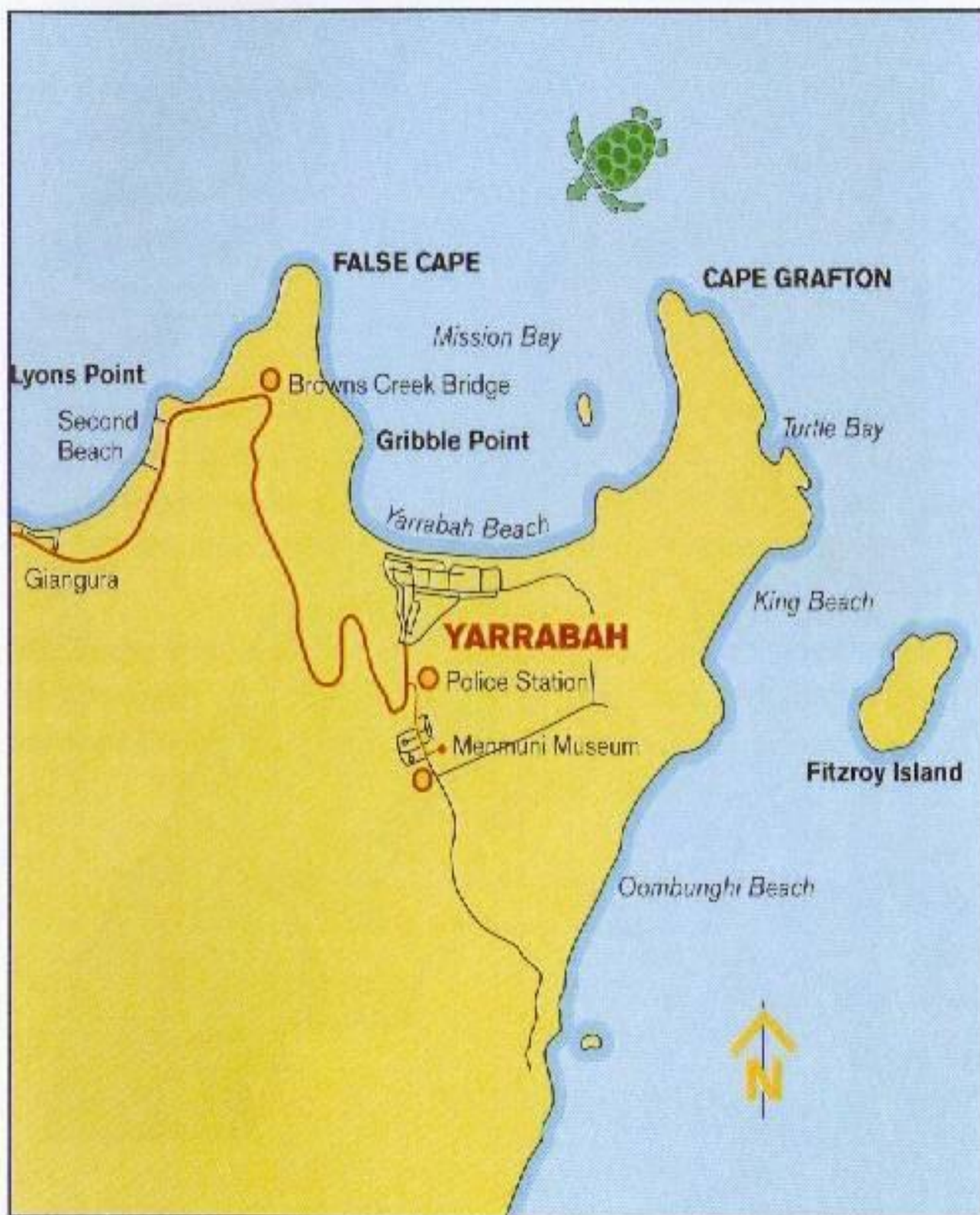
major foundation to serve a multipurpose community controlled health service.

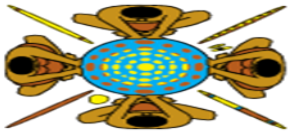
The primary client groups for Gurriny are Aboriginal residents in Yarrabah and surrounding areas, please see Map1 GYHSAC Service Area.

Map 1



GURRINY YEALAMUCKA
HEALTH SERVICE ABORIGINAL CORPORATION





1. Job Application Process

- Collect an Application Kit from Gurriny Yealamucka Health Service
- Read all the information carefully
- Write your application and submit before the closing date
- Applications will be looked at by the interview panel and they will select the applicants who will be interviewed for the job based on the written application
- Supply copies of licenses, certificates, blue cards (Working with Children, Suitability Card) etc.
- Ensure you have included referees and answered everything that has been requested from you as an applicant
- You will be informed if you are required to have an interview or not
- You will be informed of your interview date
- Following an interview, you will be notified if you were successful.



2. The Application

Section One: Your Application (Covering) Letter

This letter should be in the form of a covering letter. It should be very brief and should state your intent to apply for the position and that you have attached your application to this covering letter.

Section Two: Personal Details, Education & Work History

This section should include your resume or curriculum vitae. This should contain your full name, address, contact details, education, completed courses or workshops attended and work history. Please ensure to attach copies of any relevant certificates.

Section Three: Referees

Include your referee contact details in your resume or curriculum vitae. Please note that one of your referees should be your last or current employer. You should also have received prior consent from your referee to nominate them before you include them in your application.

Section Four: Selection Criteria

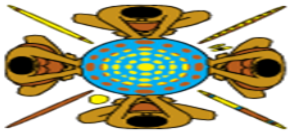
You are required to answer how you are able to demonstrate your experience, abilities and knowledge required for each of the Selection Criteria described in the Position Description.

Please be advised that you will not be eligible for the short listing process if you do not address the selection criteria within your application.

Section Five: Blue Card – Police Clearance

You are required to provide a copy of your blue card and Police Clearance or provide evidence you have applied for one.

Please be advised that you will not be eligible for the short listing process if you do not provide the required documentation with your application.



Following is a checklist that you may want to use to ensure you have completed everything required for your application

Application Checklist	
Tasks	Completed (Tick once completed)
1. Application Letter	
2. Resume/Curriculum Vitae	
3. Referees	
4. Selection Criteria	
5. Copy of or evidence of Police Clearance	
6. Copy of or evidence of Blue Card	
7. Copy of Qualification Attached	

We wish you well in your endeavors in obtaining employment at Gurriny Yealamucka Health Services Aboriginal Corporation.