



Central West Women's Health Centre Inc.

APPLICANT'S INFORMATION KIT

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PART ONE – JOB APPLICATION



Central West Women's Health Centre Inc.

CHECKLIST

Please use this checklist to ensure that you have completed all sections of your job application and have attached all the required documents. Please include this checklist with your completed job application.

Tick the boxes

Have you provided

- A completed and signed Job Application form?
- A completed and signed Employment Screening Consent Form?
- A statement explaining how you meet the selection criteria of the position?
- An up to date resume?
- Photocopies of your qualifications?

Have you kept

- A copy of your application?

Have you checked

- The closing date for this position and where to send the application?

Job Application Form

Equality of employment opportunity and appointment on merit are Central West Women's Health Centre policy. Please read this application carefully and ensure that you complete all sections.

Position details			
Title			
Closing date			
Personal details			
Family Name			
First/other name(s)			
Home address			
	Postcode		
Postal address (if different from home address)			
	Postcode		
Phone	Work	Home	Mobile
Preferred contact number			
Qualification details (relevant to/required for position applied for)			
Qualification level	<input type="checkbox"/> HSC	<input type="checkbox"/> Certificate	<input type="checkbox"/> Diploma
	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD
Educational Institution For highest qualification			
Most relevant Course name		Year completed	
Driver's licence	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence number:	
Citizenship (Applicants for permanent jobs must be an Australian citizen or a permanent resident. Overseas applicants for temporary jobs must have a work visa)			
Citizenship status	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Work visa		
Current employer (if applicable)			
Employer name			
Position title			
Status	<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time	
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Casual
Salary	\$ p.a.		

Working with Children Check https://check.kids.nsw.gov.au/background-check-consent.php	This must be completed as part of the application. It is essential that you read and complete the consent carefully before printing and signing it.	
Interview Requirements If you are asked to attend an interview and have any requirements (for example, you may have particular physical access needs, or a signing interpreter etc) please tell us in the space below.		
Referees All applicants applying for positions within CWWHC are required to nominate three <u>relevant</u> referees. A current supervisor or manager is preferred for at least one of the referees.		
I consent to CWWHC or its representatives conducting reference checks and I am aware that referees may be contacted prior to an interview and any information obtained through these processes may be used to assess my suitability for employment. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are these referees aware that we may be contacting them? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Referee One		
Name	Position	
Organisation		
Phone contact	E-mail	
Referee Two		
Name	Position	
Organisation		
Phone contact	E-mail	
Referee Three		
Name	Position	
Organisation		
Phone contact	E-mail	
Any statement on your application found to be deliberately misleading could make you, if employed, liable to dismissal.		
Signature	Date	

PART TWO – JOB AD, JOB DESCRIPTION AND CWWHC PRINCIPALS

Thank you for your interest in the position of Manager. The total salary and benefits package for this 30 hr p/w position may be up to **\$69,315.84** per annum and consist of:

Base wage of \$36.99 per hour	\$ 57,859.76
Salary Packaging option to \$16,000	\$ 5,471.50
Four weeks annual leave loading at 17.5%	\$ 776.80
Superannuation at 9%	\$ 5,207.78

Plus

- Additional paid leave between Christmas and New Year
- Training, mentoring, supervision and access to resources
- Access to support through the Employee Assistance Program
- High level of diversity in the role
- Excellent working environment

If you would like to apply, please send a send an application to the Centre by 4th February 2012

Sincerely, Board of Management

You will need to demonstrate the following essential criteria:

- Relevant tertiary qualifications in social sciences, health or related field.
- A demonstrated ability to manage a human service organisation including staff management, administration and financial management skills
- Analytical and organisational skills
- Knowledge of relevant community resources and an ability to network
- Excellent communication and facilitation skills
- Proficient computer skills including the use of MYOB and Microsoft office applications
- Understanding of and commitment to EEO principles, WHS, Ethical Practice and CQI
- Commitment to gender health, feminist issues and a social model of health
- Understanding of community development/health promotion strategies and disadvantaged communities
- Current drivers licence

You will also need to demonstrate the following desirable criteria

- Qualifications or experience in human resource management
- Policy development and implementation skills
- Certificate IV in Training & Assessment
- Experience working for a community based organisation

Women only - Section 31-2H Anti-Discrimination Act. Aboriginal and CALD women encouraged to apply.

Please note that if you are the successful applicant, a Working With Children Check will be conducted prior to an offer of employment.



Position Title:	Manager
Award:	Health Professionals & Support Services Award
Award Level:	Health Professional Level 4
Employer:	Central West Women's Health Centre Inc.
Responsible To:	The Association Board of Management
Hours of Work:	30 hours per week (with variation to a maximum of 35hrs per week to meet project needs as approved by CWWHC Board of Management).

It is the policy of Central West Women's Health Centre that all staff:

- Ensure they maintain and update their skills and knowledge in their particular areas of expertise and women's health issues in general
- Operate in accordance to the Centre philosophy, policies, procedures, standards and strategic plan
- abide by the Code of Conduct, maintain confidentiality and act professionally and within ethical boundaries
- Participate in performance appraisal, supervision and monitoring of work plans
- Participate in quality improvement initiatives
- Work as part of a multi-disciplinary women's health team

Position Context

Central West Women's Health Centre is a not for profit organisation providing clinical, counselling and education services within a feminist framework to disadvantaged women and children. It is managed by an elected Board of Management.

The position requires a background in NGO community service management and human resource management and requires abilities in creative problem solving and in managing a demanding workload.

This position requires the development of strong working relationships with:

- CWWHC staff and Board of Management
- NSW Health (Western NSW LHD)
- Department of Human Services (Community Services)
- Bathurst Regional Council
- Joint Investigative Response Team (JIRT)
- Women's Health NSW
- Jobs Australia
- Quality Management Services

POSITION SUMMARY

Responsible for the overall functioning of the organisation including strategic and financial planning, policy development, industrial and legislative requirements, co-ordination and promotion of the Centre's services and programs, human resources management.

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GENERAL ACCOUNTABILITIES

- Develop an annual performance agreement and work plan in liaison with the Board of Management.
- Participate in annual performance review in liaison with Board of Management representative/s.
- Collect and collate statistics as required by the Centre relating to the position.
- Other duties as required.

SPECIFIC ACCOUNTABILITIES

- | | |
|----------------------------|------------------------------|
| 1. Planning and Leadership | 4. Human Resource Management |
| 2. Financial Management | 5. Community Partnerships |
| 3. Contract Management | 6. Organisational Capability |

January 2011

CENTRAL WEST WOMEN'S HEALTH CENTRE INC.

Our Vision

Women being heard, having choices, creating health and well being.

Mission

To be a leader in providing opportunities to women and children, other health providers and the community through holistic health services, information, advocacy and social action.

Values

We are a feminist organisation, which means we:

- value women's own knowledge and skills and their right to make informed decisions about their health.
- recognise the social, environmental, economic, spiritual, physical, political, emotional and cultural factors which influence women's health
- acknowledge and value change across a woman's lifespan
- challenge the effects of sex role stereotyping and gender discrimination
- value relationships which respect individual differences, encourage personal growth and are open to change

Service Principles

- We are a community based, non-government organisation run by and for women.
- We are a public benevolent institution providing a direct service to disadvantaged women.
- We focus on prevention and early intervention
- We work in partnership with other agencies.
- We are accessible to all women
- We strive to maintain ethical standards in all our activities
- We are committed to best practice
- Our work environment reflects our values.

Priority Women's Health Outcomes

- Reduction in prevalence and impact of depression in women
- Reduction in prevalence and impact of violence experienced by women and children
- Increase in levels of healthy lifestyles for women
- Increase access to reproductive health services that provide choice

Other informative documents can be found at:

National Women's Health Policy

<http://www.health.gov.au/womenshealthpolicy>

NSW Women's Health Plan 2009 - 2011

http://www.health.nsw.gov.au/policies/pd/2010/PD2010_004.html

Women's Health Outcomes Framework 2002

<http://www.health.nsw.gov.au/pubs/2002/womenshealthframewor.html>

Ottawa Charter 1986

http://www.who.int/hpr/NPH/docs/ottawa_charter_hp.pdf

Social Model of Health

http://www.health.vic.gov.au/healthpromotion/what_is/determinants.htm

Part Three – General Guide to Writing your Application

If you are unfamiliar with job application procedures, the following may be useful information to assist you with your application.

A well written application will give you the best possible chance of an interview for the advertised position and may demonstrate to the Selection Panel that you possess sound written communication skills and the ability to write concisely.

YOUR APPLICATION

All applications should include information that is relevant to the advertised position and should be to the point. They should be in four parts and include:

1. A completed job application form
2. A supporting letter stating why you think you are the best person for the job. Enough detail must be shown to convince the Selection Panel that you are an applicant who should be interviewed. The detail you provide in your application must be relevant to the position.
3. A section in which the essential and desirable requirements are broken down under separate headings and you convincingly demonstrate that you meet these requirements by including specific examples.

For example, for criteria such as “networking and community liaison skills” you may want to include how networking and community liaison is done, what your past experience is, and what organisations relevant to this position you feel would be important to work with.

Please do not break down every point in the position job description. It is important for the application to be concise as the Selection Panel may have dozens of applications to read.

If you have worked for the Centre in the past, do not take it for granted that the Selection Panel will know all about your experience. The Selection Panel must follow strict EEO guidelines in which everyone has an equal opportunity to an interview. If your application is not competitive, it will be culled.

4. A resume listing past employment, educational qualifications, courses completed and any other personal certifications that are relevant to the position. Photocopies are also helpful, but do not attach original documents.

As the Centre has a commitment to EEO principles, details of race, religion, nationality, marital status, disability, sexuality, age or family responsibilities should not be included in your resume.

Ideally, application length should be no more than eight pages.

Applications should not be presented in folders, as they are removed from the folders for ease of copying and placement of applications on the recruitment file.

THE SELECTION PROCESS

Basis for selection:

Appointment to positions within the Central West Women's Health Centre is on the basis of merit ie. how your skills, qualifications and experience equip you to perform the duties of the position, relative to all other applicants.

Once all applications for the position have been received, a Selection Panel of 3 to 4 women (including an independent) will convene to examine all applications carefully. Only the people who meet the essential and desirable requirements and those who appear to be the most competitive applicants for the position will be asked to attend an interview. This is why it is important that you prepare your application carefully.

The interview:

If you are successful in gaining an interview, you should prepare yourself adequately. For example, after investigating the position, its duties and responsibilities, familiarise yourself with the work area and issues that concern it. Read any publications that may be of relevance such as those found in the internet links found within this package.

The Selection Panel prepares the questions by analysing the advertisement and job description to determine the skills required to perform the duties effectively. In preparation for the interview, analyse the essentials and desirables and think about questions that you would ask if you were an interviewer.

Fifteen minutes prior to an interview, applicants are given the opportunity to read the questions and formulate their responses. Be careful not to get bogged down finding the perfect answers, just jot down the key points that you want to cover.

Original documentation of academic or other qualifications, including those obtained overseas, and any references etc. relevant to the advertised position, as listed in your application, should be brought to the interview. Proof of identification is a legal requirement. You are also welcome to bring samples of your work.

Occasionally, the Selection Panel will contact referees prior to the interview, so please ensure that they know they will be contacted and their details are current.

Common Interview Problems:

If you are unsure of what the question means, ask the panel member posing the question to rephrase or restate the question.

If your mind goes blank on a matter you know well, raise the points you can remember, and if necessary, ask if you can return to that question at the end of the interview.

If you know an extensive amount of detail on an issue, but are not sure of how much detail is required, briefly summarise the main points, explain you know more and ask the committee if they would like you to expand on any matter in particular.

If you get nervous in interview situations, don't panic! Just relax and take your time, as the panel members understand what it's like and will allow you time to compose your thoughts.

The approval process:

Until the Selection Panel's decision is made and the successful applicant accepts the job offer, no information regarding the interviews will be given out.

A member of the Selection Panel will contact the successful applicant by telephone.

If you are unsuccessful:

If you are unsuccessful in gaining the position, it is important to understand that this is no reflection on you or your capabilities. It merely indicates that at the time of the interview, the Selection Panel found that you were not the person with the most merit for selection to the position when compared with all other applicants, on that occasion.

All unsuccessful applicants will be notified as soon as possible by letter. The letter will contain the person whom you may contact if you wish to obtain additional information about your application and/or interview performance. This discussion can be invaluable in determining if there were any areas of the application or interview process that you may need to modify for the future.

Six months after interviews, all unsuccessful applications will be shredded.

Good luck!