Hunter New England Health
Aboriginal Administration School Based Traineeship

Information & Application Kit

2019 – 2020 intake

BSB31115 Certificate III in Business Administration (Medical)

Closing Date 31 August 2018

Contact Details:
Sandra Evans, Consultant _ ODL Administration
Organisational Development and Learning
Hunter New England Local Health District
Ph 4985 3243 _ 4985 3230
HNELHD-VET@hnehealth.nsw.gov.au
About Hunter New England Local Health District (HNELHD)

- The Hunter New England Local Health District (HNELHD) provides care for approximately 873,741,000 people, including 34,752 Aboriginal and Torres Strait Islander people.
- Provides health care to approximately 12% of the population of NSW and approximately 22% of the Aboriginal population.
- Employs approximately 15,900 staff, including 735 Aboriginal and Torres Strait Islander people from numerous professional disciplines and support services.
- Administration staffing consist of approximately 1413 Full Time and Part Time plus a Casual Pool of 317. Presently, this includes 292 Aboriginal staff members.
- HNE is committed to:
  - employing and developing local people within teams that is representative of the communities in which we live, work and operate
  - employing, developing and promoting young people in a career in health
  - maintaining our objective and continue to be a leader in Aboriginal Employment
- For more information on working in HNELHD click here, or go to http://www.hnehealth.nsw.gov.au/Careers/Pages/Opportunities-for-Aboriginal-and-Torres-Strait-Islander-People.aspx

Successful completion of the traineeship will provide the following

- Benefits
  - Achieve a Nationally Recognised Qualification – Certificate III Business Administration (Medical)
  - Provides a pathway from school to a career in administration / health
  - It is an opportunity to combine training and employment as you earn an income and gain experience
  - The BSB31115 Certificate III in Business Administration (Medical) contributes to 4 units of your HSC
  - Demonstrated workplace experience in health administration to potential future employers
  - You are supported by HNE and partners to complete the program and move onto further study in administration / health
  - You will receive a salary of $6128.00 for working a minimum of a 100 x 7 hour shifts over the 2 year traineeship
  - Added to HNELHD Administration Casual Pool
– Career Pathway opportunities

- Administrator Officer
- Medical Receptionist
- Personal Assistance
- Clinical Coder
- Aboriginal and Torres Islander Primary Health Care Worker (with a Certificate IV Aboriginal and Torres Strait Islander Primary Health Care)
- Health Managers (with a Bachelor of Aboriginal professional practice)
- Aboriginal Health Education Officer (with a Certificate IV or Diploma in community services)
- Nurse (with a Diploma in Indigenous Health)

The School Based Trainee role
If your application is successful, you will commence your traineeship with HNELHD working as an Administration School Based Trainee. Your responsibilities include:

- Provide administrative support including data entry, typing, records maintenance and filing.
- Provide quality customer service by assisting customers with enquiries, including telephone and email enquiries.
- Using technology to support the administration tasks of the position.
- Communicate effectively both in writing and verbally within your team and with other services.
- Maintain privacy and confidentiality of patients / clients.
- Complete orientation and mandatory training as required according to HNELHD policy.
- Comply with NSW Health immunisation policy prior to starting work
- Follow all instructions of Supervisor / Manager
- Maintain good communication with Supervisor / Manager regarding work shifts and leave requests.

Hunter New England Health is looking for applicants who are:

- Motivated to participate in a team that provides support and care for unwell people and their families
- Like to work as part of a team
- Able to enjoy learning new things
- Able to combine study, school and work at the same time
- Committed to completing the Traineeship Program
Training
You will learn how to do your job through comprehensive training at TAFE with ongoing development and support from your team at your local service / facility. As part of the Traineeship you will be required to complete a minimum of 100 x 7 hour shifts at a HNE service/ facility over two years, plus 1 day with TAFE over 54 weeks.

Traineeship important dates:
- 31 August 2018 - Applications Close
- mid-late September 2018 – Interviews for Traineeship
- early-mid October 2018 – Applicants and School Careers Advisors will be notified
- weeks of 26 November and 3 December 2018 – Traineeship Orientation, sign up and HNE employment begins
- early - mid February 2019 – TAFE training commences

Attending Traineeship Interview
You will be contacted for an interview early - mid September 2018.

At this interview you should attend with a parent or guardian. You will have the opportunity to demonstrate your suitability for the traineeship and will have the opportunity to have your questions answered.

Please ensure you bring to the interview sufficient original personal identification which may include but not limited to drivers licence, birth certificate, school ID, TAFE ID, passport, a Proof of Age card or NSW Photo Card (NSW RTA), Medicare Card, school records with name/DOB

Confirmation of Aboriginality will also be requested for this Traineeship.

If you have any questions about the traineeship please ring Sandra Evans on 4985 3243. Please review the position description included in the online application

Start preparing for employment now
To commence employment you will need to have:

- A Tax File number (TFN)
- A bank account in your name
- Your own individual email address
- A Universal Student Identifier (USI)

A Hunter New England Health employment contract cannot be completed without the above.
How to Apply?

Complete the following 3 steps and submit your application online using this link

Aboriginal Administration School Based Traineeship Application

Important Information

You must use your own individual email address for this application. You cannot use your parent’s or your school career advisor’s email address for your application.

1. Include an Expression of Interest (EOI) Letter, nominating which of the following locations you would prefer to work at:
   - Hamilton
   - Newcastle/Windale
   - Hunter Street
   - Rankin Park
   - John Hunter Hospital
   - Scone
   - Moree
   - Singleton
   - Muswellbrook
   - Tamworth
   - Narrabri
   - Toronto
   - Newcastle
   - Waratah
   - Other – please indicate location

2. Address the following Selection Criteria
   - This is an identified Aboriginal Position. Applicants must be of Aboriginal descent. Exemption is claimed under Section 14d of the Anti-Discrimination Act 1977
   - Completion of Year 10 or equivalent and continuing to Year 11 and 12 to complete HSC requirements.
   - Demonstrate interest in working in the health industry and supporting your Aboriginal Community.
   - Demonstrate commitment to effectively manage both on and off the job training for the duration of the Traineeship.
   - Demonstrate understanding and willingness to further develop administration skills and computer operations, including Microsoft Office.
   - Demonstrate effective communication (written, verbal and interpersonal) skills.
   - Demonstrate reliability, punctuality and honesty.

3. Your Resume which should include 2 referees, with one being a teacher, year advisor, careers advisor or principal from your school.

*** Please ensure you have advised your school of your application and outcome of application ***