



APPLICATION KIT

GUIDELINES FOR MAKING AN APPLICATION

Thank you for your interest in applying for a position with Ballarat District Nursing & Healthcare Inc.

The purpose of this Information Kit is to provide you with practical assistance in preparing your application.

The principles of Equal Employment Opportunity will form the basis of all phases of the recruitment and selection process. This means that the best applicant will be selected following an objective and thorough assessment of applicant suitability in relation to the Selection Criteria and the Position Description.

Please read this document carefully as it provides you with:

- Details of the requirements of the position in the form of a Position Description
- An overview of the process that will be used to assess your relative merit.

ABOUT BALLARAT DISTRICT NURSING & HEALTHCARE INC.

Ballarat District Nursing Society was formed in 1911 by a group of interested ladies from various charitable and other organisations around Ballarat. These ladies formed the first Committee of Management, and set about collecting donations in order to provide a home nursing service to the poor.

Initially, the National Women's league provided a room for the society's use. After thirteen years of using a bicycle and trams for transport, the first motor vehicle was purchased in 1924.

In 1968, the Society moved into its own premises at 302 Armstrong St North. The Society remained at this address for twenty-five years, continually gathering more staff, vehicles and equipment until the building became too small for efficient operation and further growth.

The Society purchased a modern office building and attached shed complex in June 1993, 1818 Sturt Street, Alfredton. Since that time, the service has continued to expand and now incorporates several other services.

For a short period the organisation was known as Ballarat Centre for Homecare, however, in 2001, a major review of the organisations name led to it being renamed as Ballarat District Nursing & Healthcare Inc. (BDNH) and development of a Mission, Vision, Objectives and a Strategic Plan to guide the organisation and its numerous stakeholders into the future.

Ballarat District Nursing & Healthcare (BDNH) is a non-government and not-for-profit community managed organisation. We have been providing a 24 hour, 7 day a week home and community nursing service across Ballarat and northern Golden Plains Shire for almost 100 years.

Each year more than 1,600 people of all ages and care needs use our services. This involves 100 staff (75 nurses) providing 60,000 nursing services, with 26 cars travelling over 375,000 kilometres. On average there are 500 clients on any given day.

Our services are principally funded by the joint State / Commonwealth HACC (Home and Community Care) Program. Other sources of income include contracts with the Department of Veterans' Affairs and other agencies, as well as community donations.

BDNH is accredited by the Australian Council of Healthcare Standards and is an approved provider for Department of Veterans Affairs, TAC and Workcare.

ABOUT THE RECRUITMENT AND SELECTION PROCESS

As an applicant it is essential that you address the Selection Criteria. It is the policy of BDNH to use a range of selection techniques which consist of:

- resume
- interview
- reference checks
- Police Check
- Working with Children Check (clinical staff)
- Immunisation status
- Occupational Health Assessment (if required)

Each of these processes will provide you with the opportunity to demonstrate your merit for the position. Consistent with this organisations firm commitment to ensuring that selection decisions are merit based, the principles of Equal Employment Opportunity will be observed in the selection process.

Occupational Health Assessment

Following the interview process, suitable candidates will be asked to complete a Medical Declaration and may be asked to attend the Occupational Health and Assessment Unit at St John of God Health Care. It operates in partnership with BDNH to provide a pre-placement medical screening which may include muscular-skeletal testing.

Objectives:

- ❖ Establish that the applicant is mentally and physically able to undertake a specified job without risk to him/herself or others;
- ❖ Assess whether special services or facilities are needed to make the job suitable for the applicant and minimise the effects of disability;
- ❖ Determine whether there are any pre-existing medical conditions which may need to be taken into consideration;
- ❖ Obtain base line data, against which future changes, especially those which may be due to employment, can be measured, eg. lung or hearing function.

This pre-placement screening is designed specifically to determine if you the prospective employee is fit to carry out the particular job for which you have applied. Accordingly in no way should it be used or considered by the individual as an indication of their general health and well-being.

Police Records Check

As part of our funding agreement with the Department of Health, employment with BDNH is subject to a satisfactory Police Check and Working with Children Check (clinical staff).

HOW TO COMPLETE YOUR APPLICATION

- Complete the Application Form and place at the front of your application.
- Write a letter of application
- Address the Selection Criteria and
- Include Curriculum Vitae.

❖ ***Please do not send folders.***

Personal information about marital status and family etc are not relevant to the requirements of the position.

How the Section Criteria or Key Skills are addressed will be taken into account in selecting the successful applicant and are based upon information detailed in the Position Description. They provide a common standard against which each applicant will be assessed, so, as a first step, it is important that you are familiar with the Position Description.

Your application is a written response to the Position Description. It is important that you state how you meet the requirements and are able to contribute to the effective functioning of the position. The term "ability" generally is used in relation to a person's potential to handle certain aspects of the work. It is essential that you detail in your application how you meet the requirements of the position as the manner in which you do this will determine whether you are short-listed. Where the term "demonstrated" is used, you must have successfully performed this activity in the past.

You may already possess the required skills through work experience or by relevant experience in a similar position. You may also be able to demonstrate your potential for developing the required skills.

Don't just state that you meet the requirements; you will need to give examples. Also, don't assume that we will be aware of your previous experience or specific abilities.

Please ensure that you have copies of all your certificates, diplomas, degrees, nursing practice certificate, nursing registration and drivers license. Proof of Australian citizenship-Birth Certificate, Working Visa may also be required. Failure to supply these documents if asked may result in your application being rejected.

THE ROLE OF THE SELECTION PANEL

A panel consisting of two or three people will undertake the selection process. The Selection Panel will be convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way.

Collectively, the Panel will have an understanding of the vacancy and its role and will be responsible for the final selection decision.

HOW YOUR SUITABILITY WILL BE ASSESSED

A number of separate selection techniques may be used to gather information in regard to your suitability, so that a proper and thorough assessment is assured. These sources include:

- Your application
- Interview
- Referee Reports
- Police records check
- Working with Children Check(clinical staff)
- Immunisation status (clinical staff)
- Occupational Medical assessment (if required)

INTERVIEW

Interviews will be conducted using Behaviours Based Interview methodology. The interview will be constructed so that each applicant will be asked a series of questions based upon the Position Description, Selection Criteria and the BDNH Priority Practices and Behaviours. The purpose of the interview is to provide the applicant with the opportunity to expand on the information in their application to present their case in the best manner possible and to enable the panel to gather further data for the selection process.

REFERENCE CHECKS

Information as to your potential to fulfill the requirements will be sought from your referees. It is important that you nominate (3) referees who are able to discuss your suitability in relation to the job. Consider providing them with a copy of the Position Description and your responses to the Selection Criteria so that they are able to provide relevant information.

POST SELECTION FEEDBACK – Feedback will be available to applicants upon request.

LATE APPLICATIONS – Late Application will not be considered.

NOTIFICATION – You will be notified in writing of the outcome of your application.