



Artwork by Ronald Thomas Potter

Hunter New England Health Aboriginal Administration School Based Traineeship

SBT

Information & Application Kit

2021 – 2022 intake

**BSB31115 Certificate III in
Business Administration (Medical)**

Closing Date 31st July 2020

Contact Details:
Sheryn Barrack

Consultant, Organisational Development & Learning
Cnr Tinonee Road (PO Box 21), WARATAH NSW 2321
Tel 02 4985 3481 | sheryn.barrack@hnehealth.nsw.gov.au



Health
Hunter New England
Local Health District

About Hunter New England Local Health District (HNELHD)

- The Hunter New England Local Health District (HNELHD) provides care for approximately 920,370 people, including 52,990 Aboriginal and Torres Strait Islander people
- Provides health care to approximately 12% of the population of NSW and approximately 23% of the Aboriginal population
- Employs approximately 17,000 staff, including 850 Aboriginal and Torres Strait Islander people from numerous professional disciplines and support services.
- Administration staffing consist of approximately 1606 Full Time and Part Time plus a Casual Pool of 283. Presently, this includes 284 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
- You may research more information about Hunter New England Local Health District at <http://www.hnehealth.nsw.gov.au/>
- 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 – BSB31115 Certificate III Business Administration (Medical) which contributes to 4 units of your HSC
- 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
- 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 \$6275.36** 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 Assistant
- 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 flexible study delivery with TAFE over the period of the traineeship.**

Traineeship important dates:

- 31st July 2020- Applications Close
- Late August 2020 – Interviews for Traineeship
- Late September 2020 – Applicants and School Careers Advisors will be notified
- November and December 2020 – Traineeship Orientation, sign up and HNE employment begins
- early - mid February 2021 – TAFE training commences

Attending your Traineeship Interview:

You will be contacted for an interview in August 2020

The interview is an opportunity for us to get to know you, and for you to meet us. 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 **five (5) identification documents**, including:

1. **One ID** - Full Australian Birth Certificate, or Current Australian Passport, **plus**
2. **One ID** - Current Australian Drivers Licence, or Student Identification Card, **plus**
3. **Two ID** - Medicare Card, or Student Identification Card, or Bank Card
4. **Confirmation of Aboriginality** – refer to Appendix A.

If you have any questions about the traineeship please ring Sheryn Barrack on 4985 3481. Please **review the position description** included in the online application

Start preparing for your 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)

Note:

A Hunter New England Health employment contract cannot be completed without the above.

**HNELHD Aboriginal Administration School Based Traineeship
2021 - 2022
BSB31115 Certificate III in Business Administration (Medical)**

Closing date: 31 July 2020

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:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Hamilton | <input type="checkbox"/> Newcastle |
| <input type="checkbox"/> Hunter Street | <input type="checkbox"/> Rankin Park |
| <input type="checkbox"/> John Hunter Hospital | <input type="checkbox"/> Belmont |
| <input type="checkbox"/> Singleton | <input type="checkbox"/> Scone |
| <input type="checkbox"/> Muswellbrook | <input type="checkbox"/> Moree |
| <input type="checkbox"/> Taree | <input type="checkbox"/> Tamworth |
| <input type="checkbox"/> Waratah | <input type="checkbox"/> Narrabri |
| <input type="checkbox"/> Other | <input type="checkbox"/> Inverell |

Please indicate other location

2. Address _____ **the**
following Selection Criteria from page 2 of Position Description

- 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
- Demonstrate how you engage in 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 must 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 *****

Appendix A

Confirmation of Aboriginality (CoA) Requirements for Aboriginal people under 18 years of age

HNELHD deems it appropriate to seek Confirmation of Aboriginality status from applicants applying for Aboriginal identified or targeted positions. (The interview will not proceed unless this documentation is provided prior to or at the interview).

HNELHD recognises that it is essential for people applying for *identified* or *targeted* positions, are able to provide the necessary documentation to confirm their cultural identity as Aboriginal and/or Torres Strait Islander descent. ([HNELHD Factsheet – Targeted and Identified roles for Aboriginal applicants](#))

NOTE: Aboriginal people applying for *non-designated* or *non-targeted* positions are not required to provide Confirmation of Aboriginality.

HNELHD requires of Aboriginal people under the age of 18 years, one of the two following options for Confirmation of Aboriginality.

1. The applicant can **provide A + B**:

- A. A copy of their biological parents Certificate or Statement of Aboriginality (with Common Seal) from a recognised Aboriginal organisation such as an Aboriginal Land Council, and
- B. A copy of a Birth Certificate identifying they are the biological child of the identifying parent

OR

2. Provide **references from two Aboriginal people** in their community that knows the applicant, and can confirm that he/she:

- Is an Aboriginal and/or Torres Strait Islander person, **and**
- Identifies as an Aboriginal person in their community, **and**
- Are accepted as being an Aboriginal person in their community

The referees **must**:

- **Not** be related or be a family member, and
- Provide in their letter of support,
 - Their full name
 - Their address
 - Their contact phone number, and
 - Who their mob are (ie. Biripai, Worimi, Bundjalung, Wiradjuri).

NOTE: under the Criminal Code Act 1995 (Aust) Chapter 7/7.4, (paraphrased) ... it is an offence to provide false or misleading information in an application ...

Please use the attached **Letter of Reference forms 1 & 2** if using Option 2 to confirm your Aboriginality



Letter of Reference 1:

For Aboriginal community member's *Confirmation of Aboriginality* for person under 18 years of age.

To whom this concerns,

I (referee) of (address).....

.....

have known (applicant) for (Months/Years)
and they have always identified as being (circle) Aboriginal / Torres Strait Islander or both,
and I can confirm they are accepted in their community as being of Aboriginal / Torres Strait
Islander descent or both.

Applicant Signature:

Applicant DOB:

Position applying for:

Referee Signature:

Name of referee's Nation (*Who's your Mob*)

Date form completed:



Letter of Reference 2:

For Aboriginal community member's *Confirmation of Aboriginality* for person under 18 years of age.

To whom this concerns,

I (referee) of (address).....

.....

have known (applicant) for (Months/Years)
and they have always identified as being (circle) Aboriginal / Torres Strait Islander or both,
and I can confirm they are accepted in their community as being of Aboriginal / Torres Strait
Islander descent or both.

Applicant Signature:

Applicant DOB:

Position applying for:

Referee Signature:

Name of referee's Nation (*Who's your Mob*)

Date form completed:
