



# Applicant Information Package



Thank you for your interest in applying for a position with Northern District Community Health (NDCH). This package is designed to assist you in applying for a position at NDCH.

### **ABOUT NDCH**

A Working Party was established in 1988 to evaluate the need for community health services within the areas of Kerang, Cohuna, Pyramid Hill and Barham. A report was commissioned then conducted by Mrs Nan Muir, which provided an assessment of needs. This assessment was consistent with the plan for service delivery set by the then Health Department Victoria.

Due to the difficulties of funding a service that crossed the State boundaries, Barham was exempted from the plan and the three remaining communities of Kerang, Cohuna and Pyramid Hill were combined to form the Northern District Community Health.

An Interim Committee was elected at a public meeting in 1989. This committee consisted of four members from each of the communities concerned. The responsibility of creating a community health service that truly reflected the communities' needs then commenced in earnest!

The name, "Northern District", was selected on the basis that it represented the area covered and did not specify any one community with ownership!

A Manager was appointed at the end of 1989, who then took on the role of co-ordinating the establishment of the service. Early in 1990 three part time Community Health Nurses were appointed and we were underway. Further appointments followed in time to create the diverse and skilled services currently available.

In 1994 Wheatlands Community Health Service, a neighbouring Community Health Service that covered the communities of Boort, Quambatook and Wycheproof, dissolved. The communities of Boort and Quambatook decided to join with Northern District Community Health further enhancing the ranges of skills provided. The Wheatlands Community Health Service had developed from a core of nursing services in Quambatook, who had the responsibility for the range of health needs in a community which has very limited services, and Boort, where the community health worker co-ordinated a range of services as well as providing counselling support services.

In 1996, after the closure of the Pyramid Hill Bush Nursing Hospital, Northern District was asked to provide a coordinated model of service in Pyramid Hill covering District Nursing, Clinic care, community education, allied health services and emergency 24 hour first aid.

Northern District Community Health now provides a wide range of health and wellbeing services to a population of approximately 16,000 people spread over an area of approximately 8,000 sq. kms.

The Health issues for these communities have some aspects in common and others that are specific to the individual community. All areas are affected to a degree by issues of isolation from major centres and the services these centres provide. Farming is the major industry across the area, irrigated dairy, sheep/cattle and some horticulture and dry land cropping. The fact that these industries are vulnerable to large swings in commodity prices and the effects of nature can see incomes in the area drop dramatically at times. These factors have a strong effect on the health status of the community. The Board and team regularly discuss the changing and often challenging trends in our communities and how NDCHS can continue to provide relevant and connected services.

Heart, Asthma, Cancer and Diabetes diseases are significant in our Communities. Mental health also remains a significant issue for many within the community. The Service continues to build on services available to best match the needs of community.

## **NDCHS VISION, MISSION & VALUES**

### **Our Vision**

Healthy, empowered and connected people in our rural community.

### **Our Mission**

To provide an innovative, coordinated and quality experience to people in our community, which enables them to increase their control over maintaining or improving their health and wellbeing.

### **Our Values**

Accessibility, Respect, Empowerment, Advocacy, Innovation, Integrity & Caring.

## **THE POSITION DESCRIPTION**

The position description contains information about the job, and most importantly the selection criteria on which the selection of the successful applicant will be based. You must read the position description prior to submitting your application.

## **HOW TO APPLY**

Your application is a tool to assist you in promoting yourself and your skills in an effort to gain an interview. Your suitability for the position will be initially assessed on the details provided in the application.

Write your application so that we can fully appreciate your capabilities. You should preferably include the following information in the application:

A comprehensive Resume that includes:

- A summary of your work experience including where you have worked, positions held, periods positions have been held, major responsibilities and duties performed.
- Details of educational and other qualifications including relevant short courses attended.
- The names and contact numbers of at least two referees who could provide comments on your work performance.

A letter of application, first impressions count. This letter introduces you to us. It should be concise and provide a summary of the reasons why we should consider you for the position. The application letter should also include a series of statements or paragraphs describing how you meet each of the Selection Criteria listed in the Position Description.

Applications should be forwarded to the address shown in the advertisement. Emailed applications are accepted.

\*\* Emailed applications will be acknowledged in writing by return email.

## **THE SELECTION PROCESS**

The selection process will include consideration of the applications, short listing, interviews, and reference checks. It may include some form of testing for suitability. The Selection Committee will normally consist of at least two members of staff and may sometimes include Board Members and/or a consultant external to NDCH.

## **SHORT-LISTING**

The Selection Committee will establish the process for short listing candidates for a particular position. Determining who will be interviewed is based upon how well the information in each application meets the requirements listed in the Position Description/advertisement.

## **INTERVIEWS**

All interviewees will be asked a similar set of initial questions. These will have been developed from the Position Description and are designed to help the Selection Committee to assess how well applicants meet requirements for the position.

You will have an opportunity during the interview to explain or clarify information provided in your application. You can expect to be questioned further on some issues to enable the panel to gain a greater understanding of your knowledge and experience.

As a guide, interviews would normally be expected to last for approximately 30-45 minutes (senior appointments may be longer).

After the interview, the Selection Committee members will individually rate or assess your answers and performance. Based on the weighting and the rating given to each interviewee's responses, an assessment is then made to determine the most suitable applicants.

### **REFERENCE CHECKS**

Referees provided by the applicants may be contacted for the interviewees with highest overall performance. You should consider carefully the persons you nominate as referees. If you have any objections to a particular person being approached, you should raise them so that alternative sources may be contacted. Referee checks are the final steps in the assessment process.

In certain circumstances, other selection techniques may be appropriate. In some cases, you may be asked to provide examples of previous work. A structured test, or individual or group exercises may also be used in the selection process.

### **NOTIFICATION OF APPOINTMENT**

All applicants will be advised in writing of the outcome of the selection process following approval of the appointment.

### **SECURITY CHECKS**

If you are to be offered a position with NDCH, we require that you undergo a satisfactory National Police Record Check, obtain a satisfactory Working with Children Check (if applicable) and hold a current Victorian Drivers Licence. The cost of obtaining this documentation will be covered by NDCH for successful applicants. NDCH is not obliged to consider any applicant who does not consent to undergo these checks or hold sufficient licenses.

### **FURTHER INFORMATION**

If you need more information or clarification of any part of these guidelines, please contact the person listed in the advertisement.

### **OTHER INFORMATION**

NDCH is an equal opportunity employer.

A no smoking policy applies to all sites and buildings of NDCH.

Please note names, addresses and telephone numbers of applicants are kept on a database for information purposes only. This information is kept strictly confidential.