

Manningham Community Health Services Limited

Information For Intending Applicants

Important: Please ensure that your application accords with the following:

Applications:

- > Electronic applications are preferred and should be sent to hr@mannchs.org.au
- > If sending by mail, please address to:
Human Resources
Manningham Community Health Services
1020 Doncaster Road,
DONCASTER EAST 3109
Please mark your application 'Confidential'

Key Selection Criteria

Please note that your application needs to include evidence that you have the skills

and experience to undertake the role as specified in the Key Selection Criteria (KSC). In providing evidence you may wish to detail your skills and experience in previous roles in relation to each KSC as outlined on the last page of the attached Position Description. Short listing for interview will be determined by how well applicants satisfy the selection criteria. It is important that you concisely describe, with examples, how you consider yourself suitable for each of the selection criteria. Failure to address the KSC may result in your application not proceeding

References

It is our policy that applicants provide the selection panel with the names and contact numbers of 3 professional referees. One of these referees must be your direct line manager/supervisor from your current or last employer. Please note that permission will be sought from you prior to contacting your line manager/supervisor and will only be undertaken when the applicant is being considered for employment.

Police Check

All appointments are subject to the consideration of the results of a mandatory police check. Staff will not have any client contact until the results of the police check are obtained. Please note that we are required to inform DHS in writing of the presence and nature of any disclosable police record of any person we intend to employ.

We use Crimcheck, a service run by Monash Volunteer Resource Centre. In order to expedite this process you will be asked to complete a police check form at interview (please note that this will not be sent off unless you are the successful candidate).

If you are selected for interview please bring with you a **minimum of two** types of identification totalling at least 100 points. Police check forms completed by unsuccessful applicants will be destroyed. MCHS cover the cost of the Police Check.

Identity Proofs	Points
Passport	70
Full Birth Certificate (not extract)	70
Citizenship Certificate	70
ID Card issued to a public employee	40
Licence issued under a law eg Driver's, Firearms or P	40
ID Card issued by the C/wealth, a State or Territory as evidence of the person's entitlement to a financial benefit	40
Centrelink Card	40
ID Card issued to a student at a tertiary education institution	40
Letter from a rating authority eg land rates	35
ID Card issues by employer showing name & address of applicant	35
Letter from employer within last two years showing applicant's name and address	35
Record from Land Titles Office	35
Vic Government 'Working with Children' card	25
Telephone Account	25
Medicare Card	25
The records of a public utility eg gas or electricity	25
The ID card issued by an employer showing applicant's name only	25
Entry in Telstra telephone directory verified by contact with the applicant at that number	25
Council rates notice	25
Credit/debit card or passbook (one per financial institution)	25
Foreign driver's licence or foreign Govt ID card	25
Membership card – club, union, professional body or senior's card	25
Keypass card	25
Companion card issued by DVC in Victoria	

Only one 70 point document can be used.

An applicant who can provide a 70 point document together with a 40 or 35 point document will have met the 100 point requirement with these two documents. If a 70 point document is not available, a minimum of 3 lower rated documents are required.

Working with Children Check

Successful applicants for positions involving child related work, as defined in the Working with Children Check Act 2005, are required to successfully complete a Working with Children Check. MCHS does not cover the cost of Working with Children Checks.

(Continued over)

Salary Packaging

We offer salary packaging to all staff (with the exception of casual/locum staff) under the conditions of Fringe Benefit Taxation legislation and MCHS's salary packaging policy.

Fitness to perform duties

You are required to inform MCHS of any medical condition that could affect you in

the performance of your duties or of any condition or infection that may affect the health of clients or other staff. Please note that failure to inform MCHS of a pre-existing injury or disease may affect future Worker Compensation claims as per Section 82 of the Accident Compensation Act 1985. If you are the successful candidate you will be required to sign a form to this effect.

Privacy

In applying for this position you may be providing MCHS with potentially sensitive personal and health information. If your application contains such information (for example your name and address or information in your resume that actually or reasonably identifies you) it will be treated with strictest confidence. Please note that if you are unsuccessful for this position your application and accompanying information will be destroyed after one month.

General Information

MCHS is an independent community health service, limited by guarantee. The service was established in 1992 as a joint initiative of the Doncaster/Templestowe and Nunawading City Councils. Following a redefinition of municipal boundaries in 1996, the service changed its name to Manningham Community Health Service, with the primary catchment area being the City of Manningham.

The service is governed by a nine-member Board of Governance, drawn from the local community. In 2000 Stride Early Childhood Intervention Program was amalgamated with MCHS.

The service has grown substantially since commencement, growing from an annual income in 1992 of just income \$146,000, to currently over \$3 million.

The organisation operates from four sites: one in East Doncaster, the main administrative centre, one site in Doncaster that provides specific men's activity, a site in Lower Templestowe, which provides an Early Intervention program for pre-school children and a satellite office at Warrandyte.

We are funded by the State Government through the Department of Human Services. We provide a large range of health services primarily to the Manningham Local Government Area (LGA), but in some cases deliver services more widely. Although available to the whole community we target people in greatest need because of their health status or social or economic need. Many of our clients are Health Care card holders. Over the last decade we have become particularly geared towards meeting the health needs of our local communities. MCHS values collaboration and works closely with other services in the health service system and is a highly committed and an active member of the Inner East Primary Care Partnership. Our Annual report and general service brochure are attached to help orient you to our service.

Strategic Plan

We develop a three year Strategic Plan that articulates the Purpose, Values and Key Result Areas for the organisation. The Strategic Plan provides all staff and the community with an understanding of the approach and direction of the organisation.

To support the Strategic Plan, each service unit develops its own annual service plan. Individual performance plans are then developed for all staff, also on an annual basis.

MCHS Vision, Mission and Values:

Vision

- > MCHS will be recognised as a leader in Health Promotions and Integrated Chronic Disease Management.
- > MCHS will be renowned for its innovative equitable cost effective and high quality services that aim to improve the health & wellbeing of all people in Manningham.

Mission

Through the provision of primary care programs and services based on sound evidence and community need, our mission is to improve the quality of life and wellbeing of all people in Manningham.

We value:

- > Responsiveness
- > Integrity
- > Accountability
- > Partnerships
- > Respect

Annual Close Down

Please note that currently this service is closed between Christmas Day and New Year's Day and on the Monday preceding Melbourne Cup Day. Staff are required to take annual leave at these times.

For further information about us visit our webpage, www.mannchs.org.au