



**Mullum Mullum**  
Indigenous Gathering Place

# **APPLICATION PACK**

## **Access and Support Worker**

**Closing Date 24<sup>th</sup> of June 2018 at 11.59pm**

**Interviews will be conducted on the  
28<sup>th</sup> of June 2018 between 9am and 3pm at  
3 Croydon Way Croydon**

# APPLICATION PACK

<b>Position Title:</b>	Access and Support Worker
<b>Incumbent:</b>	Vacant position.
<b>Work Type:</b>	Full time 38 hours per week
<b>Job Duration:</b>	<b>30<sup>th</sup> of June 2020 (dependant ongoing funding)</b>
<b>Salary:</b>	<b>\$65 to 70k per annum</b> plus 9.50% Superannuation. Access to generous salary sacrifice.
<b>Location:</b>	Ringwood / Croydon.
<b>Position reports to:</b>	Reports to General Manager.
<b>Contact Person:</b>	Les Chessells – General Manager (9725 2166)

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Thank you for your interest in applying for the position of Access and Support Worker with Mullum Mullum Indigenous Gathering Place (MMIGP). Our information package regarding the position of Access and Support Worker contains the following:

- Details regarding our selection process and key policy areas
- A position description
- Key Selection Criteria
- An application form

Additional information about our organisation, including organisational vision, services and objectives can be found on our website [www.mmigp.org.au](http://www.mmigp.org.au). Please do not hesitate to contact us should you have any further queries in relation to your application.

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## SELECTION ON MERIT

All appointments to MMIGP are based on merit. This means that each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the job advertisement and position description.

The applicant, who demonstrates the most merit against these criteria in their application and at interview, is recommended for the position.

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## THE APPLICATION

The job advertisement outlines the responsibilities, location and selection criteria of the position. It also addresses the types of knowledge, skills, abilities, and experience that are required to perform the duties of the position. The advertisement also gives a brief description of the job, the name of the enquiries person, an address and a closing date for applications.

Your application must address the key criteria indicated in the Position Description to be considered for an interview. If you do not meet all of the essential requirements specified in the advertisement, or cannot clearly demonstrate that you meet the key criteria requirements, it is unlikely that you will be considered for the position.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in the application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

The enquiries contact named in the job advertisement can provide further information about the position and assist in your decision whether to apply. **Applications close 24<sup>th</sup> of June 2018 @ 11.59pm.**

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### **THE SELECTION PANEL**

The selection panel is responsible for selecting the best suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. The selection committee must base its decision on material presented by the applicants in writing, at interview, and from referees. Interview candidates will be advised of the composition of the panel prior to interview.

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### **MMIGP COMMUNITY ENGAGEMENT POLICY**

MMIGP is committed to the safety and protection of community in our programs and activities. As part of our policy regarding this, prospective applicants will need to give permission for the organisation to conduct a Police History Check and Working with Children Check. Applicants are also asked to agree to provide information about any outstanding charges and, in the event of employment, agree to advise of any charges referred throughout the period of employment.

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### **PROFESSIONAL AND ETHICAL CONDUCT**

MMIGP has a responsibility to its Community Members, and stakeholders to ensure the professional and ethical conduct of its employees. As such it is important that prospective applicants understand the core values of our Code of Conduct policy as the standard of conduct required. These core values are:

- Treat all the people that we come in to contact with respect and dignity
- Uphold the law, respect community standards, and act accordingly
- Use MMIGP property responsibly and in the best interests of MMIGP and its reputation, and
- Accept that we are responsible for our actions and accountable for the consequences.

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### **EQUAL EMPLOYMENT OPPORTUNITY**

MMIGP is committed to Equal Employment Opportunity (EEO) and providing a working environment free from discrimination, intimidation, victimisation and harassment (direct or indirect). MMIGP applies EEO principles to all recruitment and selection activities.

MMIGP strongly encourages people of Aboriginal and Torres Strait Islander background or people with disability to apply for the position. Applicants who have a disability are encouraged to complete a reasonable adjustment request if they require adaptation to the workplace or role in order to accommodate a disability

MMIGP via its EEO and Anti-Discrimination Policy aims to create an environment where all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

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### **OCCUPATIONAL HEALTH AND SAFETY**

MMIGP is committed to providing a safe and healthy working environment. The organisation believes that all illnesses and injuries can be prevented and supports early intervention in the rehabilitation process. The organisation will adhere to all relevant laws and regulations regarding safety and implement a comprehensive Occupational Health & Safety Program focused upon consultation and continuous improvement.

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To apply, please email your completed application, addressing the key selection criteria in the attached Position Description to [manager@mmigp.com.au](mailto:manager@mmigp.com.au), or in person at 3 Croydon Way, Croydon 3136 or post to (application must be received before closing date): Please do not worry if the formatting of the application. We are more concerned and impressed with answers to the key selection criteria.

Mullum Mullum Indigenous Gathering Place  
Attention: General Manager  
P.O Box 80 East Ringwood  
Victoria 3135

## Indigenous Gathering Place



**Position Title:** Access and Support Worker

**Manager:** General Manager

**Purpose of role:** The Access and Support Worker role aims to achieve improved access and advocacy for Indigenous HACC eligible clients through the provision of episodic support at key stages of the care pathway as the client navigates the service system.

This role will develop effective links and establish trust within EMR Indigenous communities and individuals, together with local health services, Department of Health (VIC) and Indigenous Health Peak bodies. The role focuses specifically on Aboriginal and Torres Strait Islander people in the Eastern Metropolitan Region of Melbourne (EMR).

Promote and strengthen Aboriginal cultural identity in the EMR, work collaboratively to develop programs to meet Aboriginal people's health needs in a cultural appropriate way that includes the sourcing of necessary activity resources.

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### 1. Reporting Structure:

- 1.1 Position title of direct manager: General Manager
- 1.2 Responsible to MMIGP Board of Director's

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### 2. Key Responsibilities

#### 2.1

- Promote HACC and provide information to local EMR Indigenous community about the Access and Support Program.
- Use an early intervention/assertive approach to consult, engage, develop trusting relationships, identify access issues and activity seek feedback from individuals to inform service responses.
- Maintain current knowledge of the local service system, actively develop and maintain links with HACC and other service providers through networking and work proactively and collaboratively with service providers to better meet the diverse needs of HACC eligible individual clients.
- Using an Active Service Model person centred, strength based approach.
- Apply culturally appropriate engagement principles and processes to ensure that the voice of community members is heard in planning and implementing MMIGP activities.
- Develop, implement and monitor Access and Support Program and Outcomes to ensure they meet the expectations of MMIGP, program participants, Indigenous Community, client and funding agency expectations.

- Facilitate group discussions with HACC eligible individual clients and or parents/carers to seek input and feedback to ensure all participants are receiving the services required.
- Increase participation in MMIGP Health programs and activities through phone call reminders to client, parents and or carers before each program is delivered. Maintain a register of participants including updated contact details and a participation register.
- Liaise with EMR agencies to meet the needs of Access and Support community members.
- Work collaboratively with MMIGP management and other MMIGP program workers, community groups and other stakeholders in order to meet the needs of the Access and Support clients.

**Other Requirements of the Position:**

- Ensure that all required documentation is completed within designated timeframes, is of a high professional standard and meets legislative and organisational requirements.
- Refer challenges or issues identified to the General Manager face to face and in writing through weekly dot point reports.
- Support and promote the work of MMIGP, maintaining a positive image of the organisation in accordance with the level of the position.
- Comply with all MMIGP policies, code of conduct, procedures and practices, external funding body requirements and legislation.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

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**3. Key Selection Criteria:**

- Please address each selection criteria separately in the relevant section below.

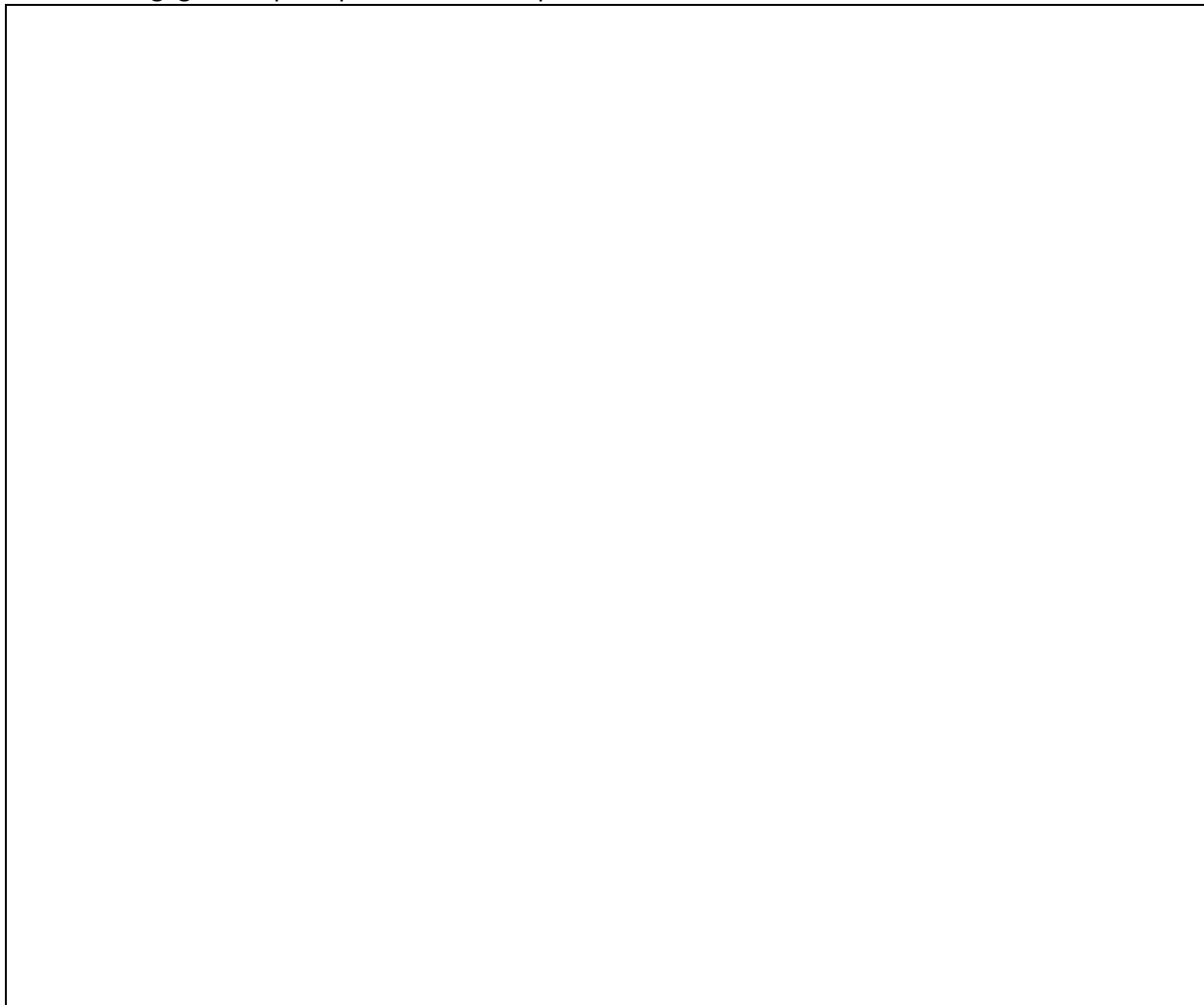
**Technical expertise criteria**

3.1 Demonstrated sound knowledge of Victorian Aboriginal culture and society.

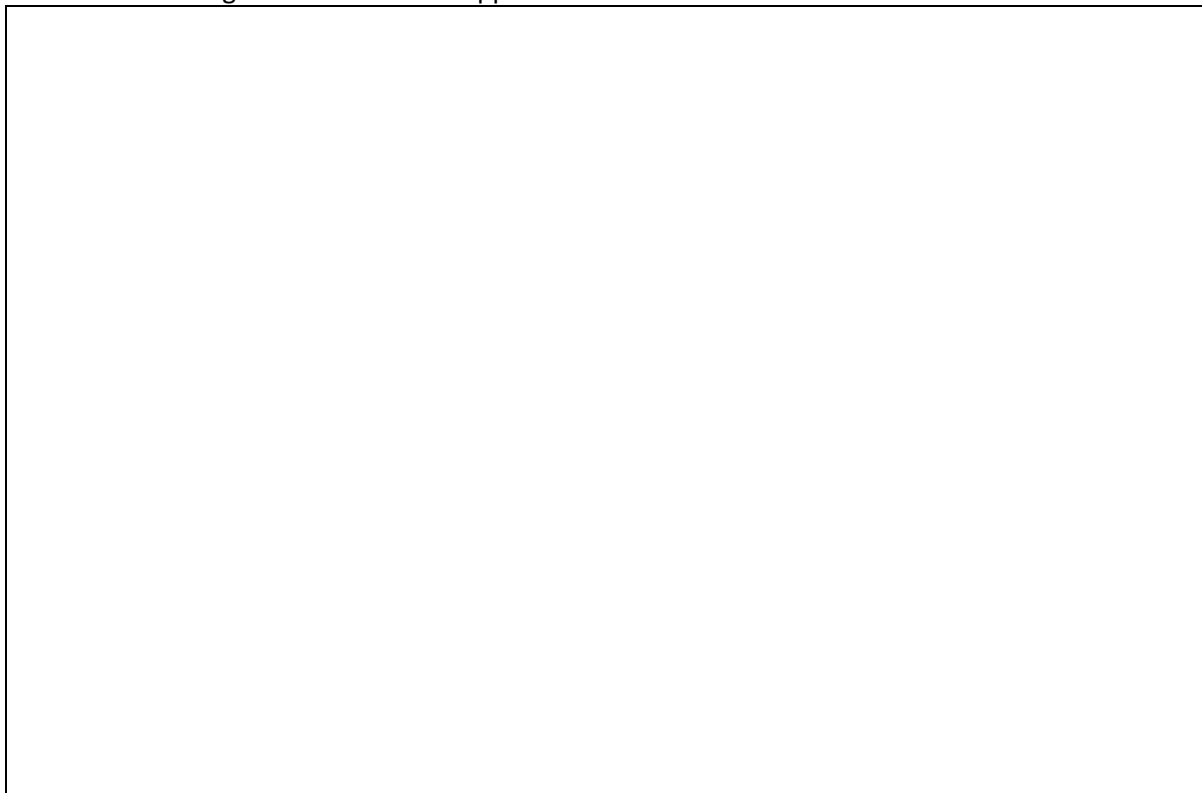
3.2 Demonstrated experience in working with Aboriginal people within community and or Health services environment.

A large, empty rectangular box with a thin black border, intended for the applicant to provide evidence of their demonstrated experience in working with Aboriginal people within a community and/or health services environment. The box occupies the majority of the page below the question text.

3.3 Demonstrated knowledge and understanding of culturally appropriate community engagement principles and cultural processes.

A large, empty rectangular box with a black border, intended for providing evidence or examples related to criterion 3.3.

3.4 Certificate III or higher in Community Services / Development and or equivalent experience in working as an Access and Support Worker and or Health services.

A large, empty rectangular box with a black border, intended for providing evidence or examples related to criterion 3.4.

**Essential**

3.5 Demonstrated experience, knowledge, and ability in developing, implementing and delivering Community and or cultural development programs. Please provide examples.

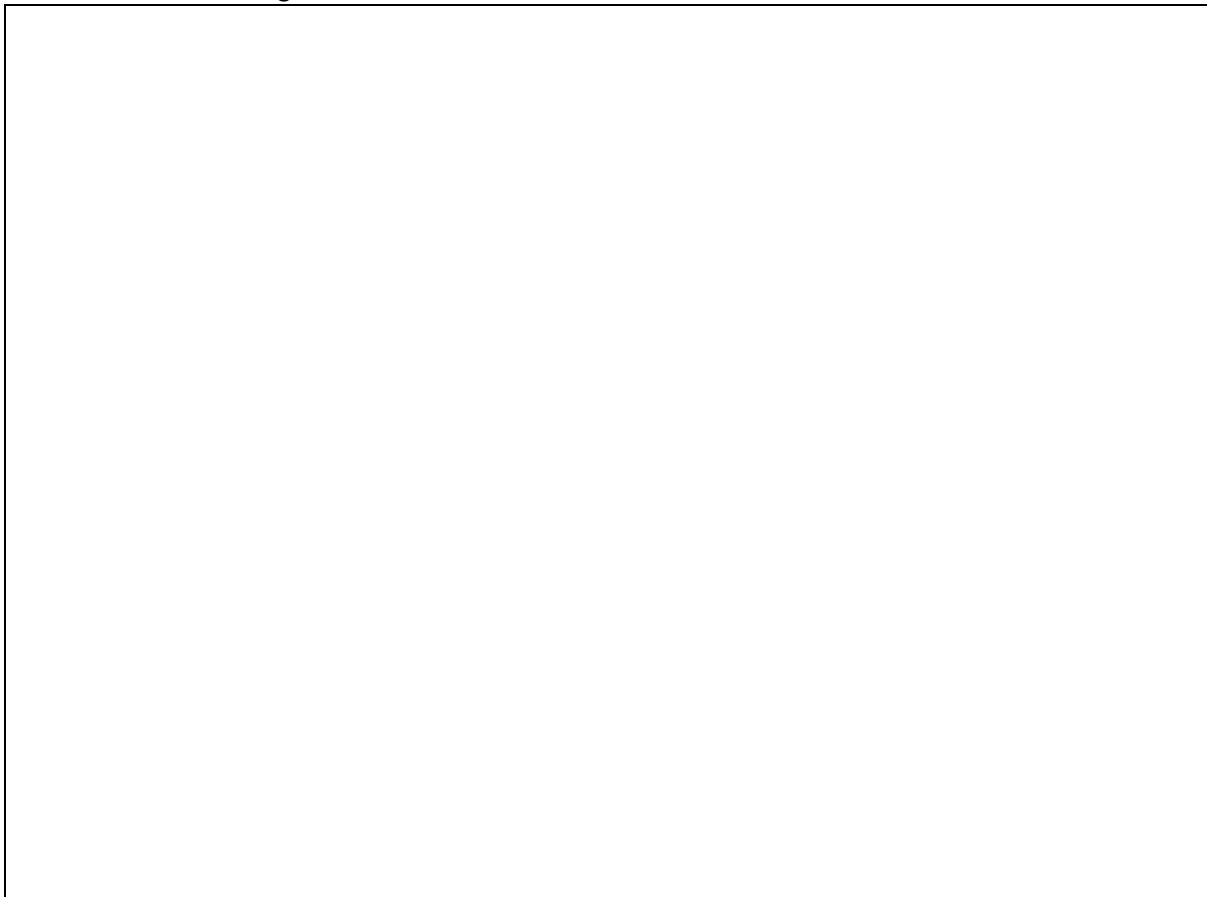
A large empty rectangular box intended for providing examples of community and cultural development programs.



3.6 Demonstrated ability to problem solve with individuals and groups. Please provide examples



3.7 Demonstrated liaison and networking skills and ability to work with other organisations, services and agencies.



3.8 Advocacy Skills - seeks to understand issues and processes to be followed. Provides sound advice and assistance based on knowledge and experience. Please provide an example(s) below.

3.9 A Current Victorian Driver Licence.

3.10 Demonstrated Computer Skills - effectively use MMIGP computer systems for basic word processing, email, appointment scheduling, and internet and intranet functions.

3.11 The successful applicant must have eligibility to work in Australia.

3.12 Current First Aid Certificate or willingness to obtain one within 3 months of employment

**All positions within MMIGP will be required to undergo probity checks including Police record checks and working with children check. If offered the position you will not be able to commence employment until your working with children's check has been approved and Police record check is cleared.**

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#### **4. Performance Measures**

4.1 Key Performance Indicators.

4.2 Compliance with Position Description.

4.3 Compliance with MMIGP policies, procedures and practices.

4.4 Feedback from relevant stakeholders.

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**Please address each selection criteria separately in the relevant section above before submitting your application**

**Please attach your Resume to the end of Application for Employment form.**

**Application close 24<sup>th</sup> of June 2018 @11.59pm**



**Mullum Mullum**  
Indigenous Gathering Place

## Application for Employment

Full Name:

Address:

Contact Number:

Email Address:

Are you an Australian permanent resident or citizen?  Yes  No

Position Applied For: **Access and Support Worker**

Employment Type

Part time  Full time   
Casual

Where did you see the position advertised?

Professional Referees

Referee 1

Referee 2

Name

Organisation

Phone number

Email address

I understand that MMIGP may wish to contact my referees and I authorise them to do so  Yes  No

Do you identify as being of Aboriginal or Torres Strait Islander descent?

Aboriginal and or  
 Torres Strait Islander  
 No

Do you identify as having a disability? If you answered yes, please provide details of any adjustments you believe you require during the recruitment process or if you are successful in the position.

Yes  No

I am willing to undergo a Working With Children Check and a National Police Record Check and provide 100 points of identification.

Yes  No

NB: MMIGP has a Duty of Care responsibility to Service Users, Staff and Volunteers. The following question relate to this Duty of Care responsibility. Do you have, or have you had, any medical, including physical condition, injury or psychiatric condition which may affect your capacity to carry out the inherent requirements of the position being applied for, or if by carrying out the duties of the position your medical condition or health could be adversely affected? (You have a duty of disclosure to answer this question correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in your termination for non-disclosure.)

Yes  No

If YES, please give full details:

This certifies that to the best of my knowledge, that the information given in this application form is correct.

I understand that providing false or misleading information on this form could negate any application made for workers compensation and/or could lead to termination.

I understand that any appointment would include a probationary period and my employment could be terminated during the probationary period without notice.

Signature

Date

**Please attach your resume to the end of  
this application.**

**Thank you for your application**

**Interviews will be conducted on the**

**28<sup>th</sup> of June 2018 between 9am and 3pm**

**at**

**3 Croydon Way Croydon**