

Reference Number	10511
Position Title	Aboriginal School Based Trainees (Business Services) - Multiple Opport
Employment Type	Fixed Term Part Time
Department	Human Resources
Location	Darlinghurst, NSW
Enterprise Agreement	The Named NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement 2009
Position Grade	Student Year 11/12
Salary	\$7,003.00 - \$9,206.00
Hours per Week	8



Position Summary

An opportunity exists for work placement for two Aboriginal School Base Trainees.

The Aboriginal School Base Trainee (Business Services) will be rotated throughout St Vincent's Hospital Sydney and Group Office, providing basic business service support to various Managers under the supervision of the HR & Indigenous Program Specialist. The School Base Trainee will complete 100 days on the job practical experience whilst completing a Cert III in Business Services before 31 December 2018.

The vacancy is open to Aboriginal and/or Torres Strait Islander students eligible to work in Australia only.

Application Instructions:

St Vincent's Health Network Sydney is committed to reconciliation and encourages Aboriginal & Torres Strait Islander people to apply for all advertised positions.

All applicants are required to address the Selection Criteria in their application and should include two referees in their application. Please address your application to the Contact Person listed.

About St Vincent's Health Network Sydney:

St Vincent's Health Network Sydney is made up of three public hospitals, St Vincent's Hospital Sydney, Sacred Heart Health Service and St Joseph's Hospital at Auburn. We are part of St Vincent's Health Australia, the largest diversified health care organisation within Australia's not for profit Catholic health care sector. As a Catholic health and aged care service provider, our mission is to bring God's love to those in need through the healing ministry of Jesus, with a commitment to those who are poor and vulnerable.

We are committed to equal employment opportunity, ethical practices, and the principles of cultural diversity and promote a smoke free work environment. Appropriate criminal record and child protection are checks conducted for all successful candidates. Employment with St Vincent's is subject to you having current immunity status that complies with the Assessment, Screening & Vaccination against Specified Infectious Diseases - Policy Directive Immunisation history complies with NSW Health Policy Directive PD2011_005. Appointment and ongoing employment will be subject to continued compliance with the policy directive.

Selection Criteria

- Personal integrity and demonstrated commitment to the Philosophy, Mission and Values of Mary Aikenhead Ministries
- Be of Aboriginal and or Torres Strait Islander descent, identify as an Australian Aboriginal and/or Torres Strait Islander; and be accepted as such by the community in which you live, or have lived.
- Commenced Year 11 at a State or Public High School 2017

- Proven basic computer skills and familiarity with Work documents, Excel Spreadsheets, PowerPoint Presentations and Email functions.
- Proven basic written and verbal communication skills
- Proven basic time management skills

Contact Person Benny Eggmolesse
Contact Number (02) 8382 4065
Closing Date 23/03/2017

For further information and to submit an application, please visit our website:

<https://stvincentshealthnetworksydney.mercury.com.au/ViewPosition.aspx?id=hd0OC9VUKf8=&jbc=ere>