



## INSTRUCTIONS FOR JOB APPLICANTS

Thank you for your interest in the position advertised by Fresh Start Recovery Programme.

**Attached (or available from our website) is the job description form, including selection criteria.**

These guidelines are presented to assist you in preparing your written application and to enable you to plan for a possible interview.

## ELIGIBILITY

In order to be considered for the position you must be able to show that you meet all the essential selection criteria. Before preparing your application check the essential selection criteria described in the role description to make sure you are eligible to apply.

## CLOSING DATE

In accordance with the Industrial Relations Act, vacancies are advertised for a specific period and close at 5.00 pm on the closing date of the advertisement. **Late applications will not be accepted.**

If you are unable to finalise your entire application prior to the closing time, it is acceptable for you to lodge the application form by the closing date and indicate on it that further information will follow. All supporting documents must reach Fresh Start Recovery Programme no later than two working days after the closing date.

## ENQUIRIES

If you would like to find out more about the vacant position you should contact the person whose name is included in the advertisement.

## PREPARING YOUR APPLICATION

All applicants who demonstrate in their application that they meet the essential criteria **and are competitive** in comparison with other applicants will be interviewed. This decision will be based on the information you provide in your application.

- Your application should preferably be typed and stapled in the top left hand corner. If this is not possible, make sure your handwriting is neat and easy to read. Please do not submit applications in plastic or cardboard folders.
- Do not present an overlong or rambling application, as the importance of your arguments may be lost.
- Applications received will not be returned, therefore you should photocopy any original documentation.
- Before adding any attachments, consider carefully whether they really add anything of value to your application in demonstrating your ability to meet the criteria.
- Consider using an independent person to critically examine your application before you submit it. It is easy to forget, or take your own abilities and experiences for granted, whereas someone who knows you may spot such omissions.

Your application should include the following documentation:



1. RESUMÉ (Curriculum Vitae) which comprises of:

- personal details including name, address, telephone number(s) and email;
- a summary of work history starting with the most recent position. Information should include approximate dates and details of the tasks/responsibilities required in each job;
- your education and training achievements, including membership of any professional bodies and/or licensing authorities; and
- any activities you have undertaken outside of work which are relevant to the application.
- names, work addresses and day-time telephone numbers of two referees. It is desirable that one referee is your current supervisor and that the other referee can provide information on your work performance.
- if your current supervisor is not able to provide a reference, then you should explain why and supply the contact details of your immediate past supervisor or someone else who can provide information on your work performance.

While a standard resumé is useful, it is often not comprehensive enough for every vacancy you apply for. You should include information specifically relevant to the position advertised and the selection criteria issued.

2. STATEMENT OF CLAIMS AGAINST THE SELECTION CRITERIA

The selection criteria specify the minimum education, knowledge, skills and abilities required for the position. Preparation of your statement is the most important part of your application.

When preparing your statement it is recommended that you;

- treat each criterion separately, using each criterion as a heading;
- provide a brief (no more than half a page) statement on each criterion, demonstrating how you possess the relevant skills, experience, knowledge and qualifications to successfully carry out the duties of the position. This may include a description of tasks or projects where you have used the required skills or knowledge.
- provide clear, relevant information so that the panel can readily assess your claims.

***Photocopy Your Application for Your Own Reference Purposes***

**SELECTING APPLICANTS FOR INTERVIEW**

A selection panel will consider each application and then agree on a short-list for interview. This process may take a couple of weeks.

**INTERVIEW PREPARATION**

The job interview is an important part of the selection process. Questions at the interview will be related to the selection criteria. In some circumstances the panel may not be able to test the whole of the selection criteria through your written application and interview questions. You may be assessed in other ways, for example, a written test, a presentation or practical demonstration.

To prepare yourself for the questions which may be asked;

- be aware of what the job involves from the role description, the selection criteria and by talking to the contact person listed in the advertisement;



- focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities;
- focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.
- If relevant, you may wish to bring with you examples of your work which demonstrate your skills and abilities.

## **THE INTERVIEW**

If selected for an interview you will generally be advised of the details several days before the interview date. The selection panel will conduct the interviews. These will usually take about an hour depending on the position advertised.

During the interview:

- Do not assume that any of the panel members know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied. Having got to the interview stage your job is to convince the panel that you are the best person for the position.
- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions “just for the sake of it”. If you do not have any questions do not hesitate to say so.

Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.



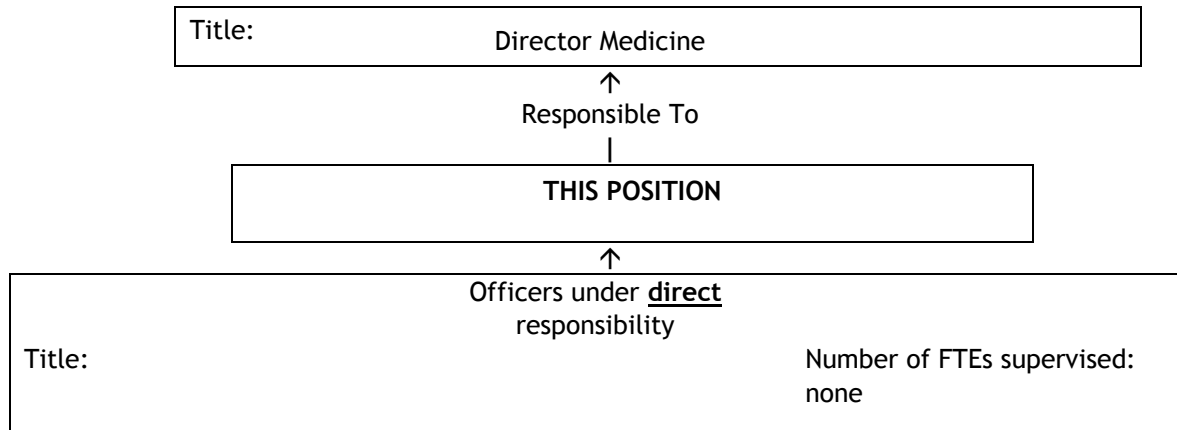
## JOB DESCRIPTION FORM

SECTION 1 - JOB TITLE

Date of document: 31 October 2011

GENERAL PRACTITIONER

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

[Brief statement of the key responsibilities or prime function of the job]

Responsible for clinical, consultant, education and research medical services for individuals, couples, families, groups and other professionals within a multidisciplinary team context.

SECTION 4 - CONTEXT & SCOPE

### CONTEXT AND SCOPE

#### PURPOSE OF FRESH START

*To help families overcome addiction*

#### ROLE OF CLINICAL SERVICES DIRECTORATE

To provide medical services that assist in the treatment and rehabilitation of people recovering from drug addictions.

#### ROLE OF POSITION

The role of this position is to work as an effective member of the Fresh Start medical team, with the primary responsibility of assessing medical problems in patients and administering suitable programs of treatment.

The wide ranging duties of this position requires the person to be passionate about helping people with addiction; flexible; well organised; good at setting boundaries for themselves and others; and willing to strive for excellence.



**This position is responsible for contributing to the achievement of the following outcomes:**

<b>Duty No</b>	<b>Responsibilities</b>
<b>1</b>	<b>Clinical Services (60%)</b>
<b>1.1</b>	<p><b>Outcome : Fresh Start patients' health is restored.</b></p> <ul style="list-style-type: none"> <li>1.1.1 Coordinate and deliver health care for patients and their families.</li> <li>1.1.2 Supports a multi-disciplinary approach to patient care where appropriate, recognising that the individual practitioner still remains responsible for patients admitted under their care and are in charge of their treatment and discharge.</li> <li>1.1.3 Performs screening assessment, treatment and referral of patients/patients in accordance with Fresh Start Standard Operating Procedures.</li> <li>1.1.4 Performs general outpatient and accident and emergency services.</li> <li>1.1.5 Takes personal responsibility for ensuring that discharge plans are in place for all patients admitted under their care.</li> <li>1.1.6 Provides an on-call service to the Subiaco Clinic and the detox inpatient facility for inpatients, accidents and emergencies, including nights and weekends, as per roster.</li> <li>1.1.7 Provides a visiting medical service to Fresh Start residential facilities when required.</li> <li>1.1.8 Maintains close working relationships with nursing, health workers and allied health staff in delivery of health care.</li> </ul>
<b>2</b>	<b>Other Services (30%)</b>
<b>2.1</b>	<p><b>Outcome : Fresh Start staff are engaged in programmes that enhance the health of our patients as well as the general community.</b></p> <ul style="list-style-type: none"> <li>2.1.1 Liaises with Director Medicine, Clinic Manager and the residential facility managers to ensure a multi disciplinary approach.</li> <li>2.1.2 Reports notifiable diseases promptly.</li> <li>2.1.3 Report incidents in compliance with the Incident Management System as set out in the Fresh Start Standard Operating Procedures.</li> <li>2.1.4 Undertake appropriate quality improvement projects including prospective and retrospective audits and contributes to Fresh Start clinical research and governance initiatives.</li> <li>2.1.5 Maintain client records and statistical data in accordance with Fresh Start Standard Operating Procedures.</li> <li>2.1.6 Provide consultation, advice and support on medical and medico-legal matters as required.</li> <li>2.1.7 Liaise with community agencies regarding clinical management of patients.</li> <li>2.1.8 Assist in the preparation of medical reports to the Director or CEO as required.</li> <li>2.1.9 Participate in research of an applied clinical and evaluative nature.</li> <li>2.1.10 Continuously monitors standards of care, and reviews work priorities, procedures and processes.</li> <li>2.1.11 Participated in the development, implementation and evaluation of Fresh Start's Health Education Programs and Health Promotion Programs.</li> <li>2.1.12 Performs on-site teaching for other staff and relevant community members.</li> <li>2.1.13 Precepts medical students as required.</li> </ul>
<b>3</b>	<b>Other Duties (10%)</b>
<b>3.1</b>	<p><b>Outcome 1: Fresh Start team members work together in an effective and cooperative manner in order to discharge all responsibilities and achieve set goals.</b></p> <ul style="list-style-type: none"> <li>3.1.1 Support other Fresh Start team members as required.</li> <li>3.1.2 Follow instructions from the CEO.</li> <li>3.1.3 Maintain and willingly participate in continuing professional development including attending post-graduate educational courses as appropriate or as recommended by the Director Medicine.</li> <li>3.1.4 Willingly participate in a performance appraisal process.</li> <li>3.1.5 Undertake other duties as required.</li> </ul>
<b>3.2</b>	<p><b>Outcome 2: A workplace that is safe, free from harassment and values an ethical approach to all that we do.</b></p> <ul style="list-style-type: none"> <li>3.2.1 Assist in maintaining high standards of workplace health and safety.</li> <li>3.2.2 Assist in the implementation of initiatives that promote equal opportunity and high standards of personal behaviour and practice as outlined in the Fresh Start Code of Conduct.</li> <li>3.2.3 Assist in providing a safe, high quality health care service to Fresh Start's consumers.</li> </ul>



## SECTION 6 - SELECTION CRITERIA

### TITLE: MEDICAL PRACTITIONER

<b>[EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE Include Qualifications, Skills, Experience, and Other Competencies]</b>
<p><b><u>ESSENTIAL</u></b></p> <ol style="list-style-type: none"><li>1. Eligible for registration as a Medical Practitioner with the Medical Board and with Medicare.</li><li>2. Post graduate medical experience in a relevant area (including at least one year of clinical experience, after internship).</li><li>3. Demonstrated excellent interpersonal skills and good oral and written communication skills.</li><li>4. Demonstrated experience and ability to work as part of a multi-disciplinary team.</li><li>5. Demonstrated ability to manage own workload ensuring delivery of agreed outcomes.</li><li>6. Current 'C' class Driver's Licence.</li><li>7. Willingness to support Fresh Start's Christian approach and programmes.</li></ol> <p><b><u>DESIRABLE</u></b></p> <ol style="list-style-type: none"><li>1. Experience in the delivery of community, clinic, and in-patient services.</li><li>2. An understanding of addiction treatments and the aims and objectives of Fresh Start.</li><li>3. Active membership of a church.</li></ol>



## SECTION 7 - APPOINTMENT FACTORS

**LOCATION :** Perth

**ALLOWANCES/SPECIAL CONDITIONS:**

[e.g. non-metropolitan travel, other travel requirements, frequent overtime or work outside normal business hours]

1. Appointment subject to Federal Police Clearance, a Working with Children Check (see [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)) and evidence of current registration by the Medical Board of Western Australia.
2. Will be required to occasionally travel between different metropolitan locations and to Northam as required.
3. Must possess a current Australian Driver's Licence and be willing to drive a vehicle from the Fresh Start fleet.

**SPECIALISED EQUIPMENT OPERATED :**

COMPUTER & PRINTER & SMART PHONE

## SECTION 8 - CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

- (ii) **Approved by**

CHIEF EXECUTIVE OFFICER

DATE


- (iii) As the occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document and in the performance of these duties will be committed to the values, vision, purpose and strategic goals of the Fresh Start Recovery Programme.

Name (in full): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_