

**The Women's Health Centre
Rockhampton**

225 Bolsover Street, Rockhampton PO Box 472 Rockhampton 4700
Ph: 4922 6585 or 1800 017 382 Fax: 4922 2477
www.womenshealthrockhampton.com Email: info@womenshealthrockhampton.com
Women's Health Program & Sexual Assault Support Service



APPLICANT INFORMATION SHEET

The Women's Health Information and Referral Service CQ Inc. (WHIRS), trading as the Women's Health Centre Rockhampton is a non-government, community-based organisation which offers a preventative health and wellbeing service to women.

There are 3 programs within the Women's Health Centre:

- National Women's Health Program (Women's Health and Well Being Service),
- Sexual Assault Support Service (SASS),

which are funded by the Department of Communities, Child Safety and Disabilities.

WHIRS is a smoke-free work environment.

Remuneration and employment conditions

WHIRS workers are covered under the wages and conditions as set out in the Social, Community, Home Care and Disability Services Industry Award 2010 and National Employment Standards.

Leave	Includes Christmas to New Year gifted leave, sick leave, compassionate leave, leave without pay. Cultural leave for Indigenous employees. Recreation Leave Loading of 17.5%.
Salary packaging	Salary packaging is an effective way of receiving your salary as a combination of income and benefits. By reducing your pre-tax income you can reduce the amount of tax you pay and increase the amount you take home each fortnight. Staff can acquire an Employee Benefit Card.
Training and Professional development	As per Centre Budget

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Our Selection Process and What you can expect

The heart of our selection policy is that the right people are the key to the WHIRS's success. We have, therefore, paid careful attention to developing our selection process.

YOUR APPLICATION

Selection for interviews is based on how well your application meets the needs of the position. In your covering letter you should examine closely the key selection criteria of the position and communicate how you would be the woman best suited for the position. Please enclose any other relevant information. Once selected for an interview you will have the opportunity to address the selection criteria in greater detail.

After completing your application, lodge it as soon as possible as applications will close on the set date.

Applications should be in writing and sent to:

"PRIVATE & CONFIDENTIAL"

The Manager

Womens Health Centre, PO Box 472

ROCKHAMPTON 4700

Or you may hand deliver to 225 Bolsover Street, Rockhampton, Qld 4700.

About your interview

If you are selected for an interview, please come well prepared. All interviewees will be asked the same set of questions. These questions have been developed from the selection criteria and help the interviewers obtain the information they need to decide on the most suitable applicant.

Mostly, you will be asked two types of questions:

Behavioural questions will ask for specific examples of how you have handled things in the past.

Situational questions to ask you to describe how you would respond in a given situation.

You may want to give some thought to questions that you could be asked and to answers that accurately reflect your suitability.

While detailed knowledge of the technicalities of the Queensland Women's Health Policy is not required at this stage, it will certainly help you to be aware of the purposes and philosophy of the Policy.

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After the interview

Once the appointment of the selected candidate has been approved the appointee will be advised as soon as possible by letter. Unsuccessful applicants will also be advised in writing.

Post-interview feedback is available. This can be arranged through the Manager who can be reached by contacting the Centre.

Thank you for your enquiry and it is hoped that you find this information helpful in preparing your application.

Belinda Lindel

Manager
Women's Health Centre, Rockhampton