

Guide for Applicants

Thank you for your interest in joining Boab Health Services. Please carefully read our guide for applicants for details on how to apply for positions vacant with Boab Health Services.

About Boab Health Services

Boab Health Services (BHS) provides clinical services and health promotion programs to people of the Kimberley region of Western Australia. It is a not-for-profit Primary Health Care Organisation that is governed by a Board of up to nine Directors. It has professionally qualified managers to guide and monitor organisational performance to meet contractual requirements for funding via government and other sources. Applicants are encouraged to review the website to gain a better understanding of the organisation and the services it offers.

Employees of BHS earn a competitive salary with access to remote area salary packaging, 6 weeks annual leave (pro rata for part-time), enjoy generous self-directed professional development opportunities, and gain fulfilment from working autonomously in small teams to make a huge impact in a wonderfully unique environment.

Applications: Please read these notes carefully as they detail the requirements that need to be met to submit a competitive application.

Application Requirements

Your application should include:

1. **A covering letter** introducing yourself and explaining why you are applying for this position. The letter should also highlight relevant skills, abilities and experience that make you a desirable applicant.
2. **An address to all the selection criteria**, located within the job description. In responding to selection criteria, statements need to be clear and concise. It is important that you respond to each selection criterion and, where appropriate, provide specific examples to demonstrate how you meet the requirements.

Responses to individual criteria should be no more 400 words. Applicants should keep the job description in mind when addressing the selection criteria.

3. **A current, professional resume**, listing details of past employment and your educational, professional and training achievements. Your resume should also include the names and contact details of at least two (2) employment referees, one of which should be a current line manager/supervisor, or a work colleague that you have worked closely within your current position.

Tip

Applications that are able to demonstrate claims will be accorded higher merit. One method of demonstrating a claim (whether skill or experience) is to use the STAR process:

Situation: give an example of a situation you were involved in that resulted in a positive outcome

Task: describe the tasks involved in that situation

Action: talk about the various actions involved in the situation's task

Results: what results directly followed because of your actions

Boab Health Services is an equal opportunity employer and applies merit-based selection techniques in all its recruitment processes.

Broome Office

Kununurra Office