



Central Coast
Local Health District

Central Coast Local Health District Health Services - Aboriginal School Based Traineeship Information Pack

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Scan the QR code to register your
interest!



Central Coast
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Introduction:

Central Coast Local Health District (CCLHD) acknowledge our responsibility to grow a culturally safe and responsive workforce that also reflects the diversity of our community.

CCLHD currently employs more than 250 Aboriginal and Torres Strait Islander staff across the district and offers a range of opportunities to support, develop and grow our Aboriginal Workforce across the Central Coast.



Artwork Information

About the artist:

Maddy Hodgetts - Maddy is a Ngiyampaa/Wangaaypuwan and Wiradjuri artist, designer, and dancer. She is passionate about translating traditional Central Western Aboriginal styles and practices through her work while telling stories from her Country.

Growing up on the Central Coast with Brisbane Water National Park in her backyard, Maddy was always going bush and developed a strong connection to Country. Since a young age, she has been learning and practicing many aspects of her Culture and has a long history of painting cultural designs. She is passionate about continuation and reclamation of her Culture and Language as well as sharing and sustaining Culture within her community. She regularly provides workshops through her business, Kapata Dreaming and showcases Cultural adornments and textiles through her second business Yapa Mali. Maddy strives to uphold cultural values while further showcasing the beauty and importance of First Nations Culture through fashion and art.

Artwork Story:

This artwork depicts the landscape of the Southern Central Coast region. With influences of traditional styles from Maddy's home Country, this line and mapping style is featured in many cave art sites across Central Western NSW. As you're flying over Darkinjung Country, you can look down upon the headlands, waterways, bush and oceans, all the different shapes of Country and all connected as one.

This is symbolic of the interrelated connection between Country and CCLHD Aboriginal staff, providing care and support for our community on the Central Coast.

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What is the School Based Traineeship?

The Central Coast Local Health District's School Based Traineeship (SBT) Program commenced in 2014 as a targeted employment pathway program for local Aboriginal school students. The program provides Year 11 and 12 students who are interested in a career in the health sector the chance to gain valuable work skills and experience at Central Coast Local Health District (CCLHD) while still at school. It provides hands-on experience for students in various roles across administration, nursing, midwifery, pharmacy, and allied health over a two-year period.

If you are interested in doing an SBT in a different area within CCLHD, please let us know by expressing your interest.

Why is the SBT Program an Aboriginal Targeted program?

The Central Coast is one of the largest and fastest growing Aboriginal Communities in NSW. CCLHD are committed to increasing employment opportunities for Aboriginal and Torres Strait Islander people to improve the health and social and economic outcomes for our community. This is one of many ways CCLHD contribute to the Governments Initiative Closing the Gap and improve the cultural safety and responsiveness of our services.

What is involved?

- Regular attendance at school (attend school 4 days per week)
- Complete a minimum of 100 days paid placement over two years.
 - Usually, 1 day per week over the two-year period
 - Placement is usually at either Gosford, Wyong, or Woy Woy hospitals.
- Attend TAFE or (or complete coursework remotely online, dependent on qualification)
 - Usually 2.5 hours after school, 1 day a week
- Complete assessments assigned by TAFE or the Registered Training Organisation
- Carry out training and instructions as directed by your employer and workplace supervisor.
- Signing of a Training Contract with CCLHD and Training Services NSW
- Mentoring, provided by an Aboriginal mentor to support you through your traineeship and help you plan for when you leave school.
- Lots of fun and learning

If I am successful, what will I gain?

If successful, at the end of the 2 years you will receive:

- A nationally recognised VET qualification in one of the following qualifications:
 - Certificate III in Health Services Assistance (assisting in nursing work in acute care)
 - Certificate III in Allied Health Assistance
 - Certificate III in Hospital or Health Services Pharmacy Support
 - Certificate III in Business Administration
- Units towards your HSC that will contribute towards an ATAR.
- Valuable work skills and experience
- A pathway from school to a career in the healthcare industry
- A better understanding of how the health system works and what career opportunities are available in health.

Do I get paid?

- YES! The trainee wage is approximately \$10 per hour.
- You will also be entitled to 2 sick days per year and 2 annual leave days per year.
- A workday is usually 8 hours long and hours of work are usually between 7:00am – 3:30pm

What is the role - SBT Allied Health Assistant?

The Allied Health Assistance Certificate III School Based Trainee works as a member of a team, under the direction and leadership of a nominated Allied Health Professional (and/or a qualified Allied Health Assistant), to provide administrative and clinical support to the Allied Health Professional staff.

Some of the responsibilities are:

- Complete clinical care activities under supervision of the Allied Health Professional (and/or a qualified Allied Health Assistant) to support the delivery of high-quality clinical care to people on the Central Coast.
- Complete administrative activities to support the efficient functioning of the Allied Health Team.
- Develop skills required for this role by completing the requirements of the Certificate III in Allied Health Assistants to promote the delivery of high-quality clinical services.
- Communicate effectively in writing and verbally with all members of the team displaying behaviours which demonstrate core values of openness, empowerment, honesty, collaboration, and respect.
- Maintain patient /client confidentiality.
- Be reliable and punctual and attend scheduled work placements.

Career pathways

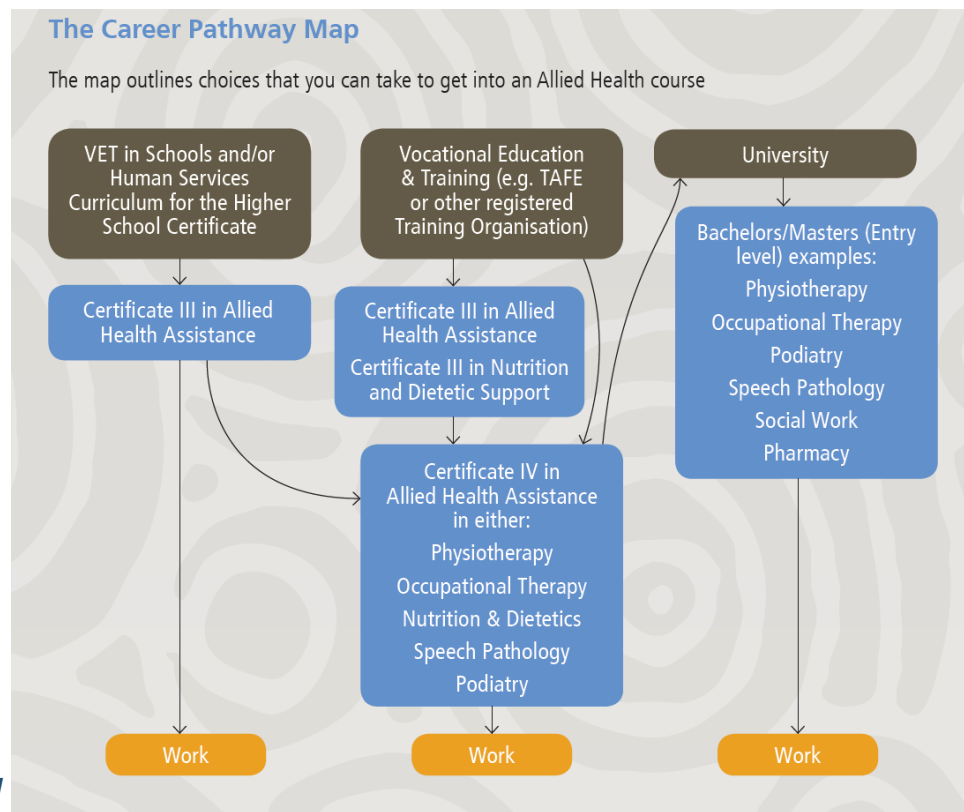
Completing the Certificate III in Allied Health Assistance can open the pathways to complete further studies such as:

- Certificate IV in Allied Health Assistance
- Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice
- A university course specific to one Allied Health profession.

Allied Health professions include:

- Audiology
- Nutrition and Dietetics
- Occupational Therapy
- Oral Health
- Orthotics and Prosthetics
- Pharmacy
- Podiatry
- Physiotherapy
- Radiography
- Social Work
- Speech Pathology

If you decide to go onto university, there may also be cadetship opportunities with CCLHD to help further develop your skills and experience, getting paid while you study.



What is the role – SBT Nursing Health Services Assistant?

The Health Services Assistant Certificate III School Based Trainee is accountable for helping to provide a safe environment and high standard of care, under the supervision and direction of a Registered Nurse/Enrolled Nurse or Assistant in Nursing.

Some of the responsibilities are:

- Provide support to the nursing team in the delivery of nursing care in an acute care environment as directed by the Registered Nurse / Enrolled Nurse or Assistant in Nursing.
- Provide direct care activities to patients in accordance with the nursing care plan and under the supervision of a Registered Nurse / Enrolled Nurse or Assistant in Nursing.
- Contribute to collecting accurate health care information and maintaining accurate health care documentation as required.
- Communicate effectively to all members of the health care team displaying behaviours which demonstrate core values of honesty, collaboration, and respect.
- Work collaboratively with all members of the health care team to facilitate optimum patient care outcomes.
- Maintain patient /client confidentiality.
- Be reliable and punctual and attend scheduled work placements.

Career pathways

Once you complete an Assistant in Nursing (AIN) qualification you are able to go on to further nursing studies and apply for recognition and a credit transfer towards other relevant qualifications such as the:

- Diploma of Nursing (Enrolled Nurse) or
- Bachelor of Nursing (Registered Nurse)

The AIN qualification is also a pathway to other assistant roles in healthcare such as aged care, allied health assistance or as an Aboriginal Health Worker or Practitioner.

If you decide to go onto university studies, there may be cadetship opportunities that will help further develop your skills and experience whilst getting paid whilst you study.

What is the role – SBT Pharmacy Assistant?

The Pharmacy Assistant School Based Trainee is accountable for providing pharmaceutical dispensing, technical support, distribution, and coordination of medicines under the supervision of a pharmacist.

Some of the responsibilities are:

- Management and handling of medicines including drug distribution and dispensing and inventory management to ensure effective medicines management for patients in compliance with pharmacy and hospital guidelines, protocols and procedures, NSW Health legislation and National Standards.
- Identify medication issues that may cause harm or risk to patients and/or staff and report to appropriate senior staff member.
- Active participation in programs of education and training and quality use of medication to advance patient outcomes and pharmacy practice.
- Actively contribute to achievement of team goals, KPIs and improved patient care through effective communication, collaboration, strong work ethic, and organisational skills to maintain positive workplace partnerships within Pharmacy and with external stakeholders.
- Support cost and waste management strategies.

Career pathways

Once you complete a Certificate in Hospital or Health Services Pharmacy support you will be able to apply for hospital pharmacy technician roles or choose to go on to further pharmacy studies at university.

Experience and a certificate in pharmacy is also a pathway to other pharmacy assistant and technician roles in community or in private pharmaceutical manufacturing companies.

Am I eligible to apply?

SBT positions are targeted specifically for Aboriginal and/or Torres Strait Islander students who:

- Are in currently in Year 10 and who are continuing into Years 11 and 12
- Have an interest in caring for others i.e., wanting to look after your community.
- Can manage time with work, school commitments and TAFE.
- Enjoy learning new things.
- Are reliable, punctual, honest and be able to work well in a team environment.
- Are committed to completing the traineeship program.

This is a targeted recruitment under rule 26 of the Government Sector Employment (GSE) Rules 2014 where only Aboriginal and/or Torres Strait Islander people are considered eligible to apply for this role.

How do I apply?

Scan the QR code below to express your interest online.



Next Steps

If you're successful and/or invited for an interview, it is helpful if you start preparing the following:

- **RESUME** - Create/ update a copy of your resume.
 - On your resume, please include details of two referees.
 - One being someone from your school (e.g., a teacher, year advisor, careers advisor, Aboriginal Education Officer, SLSO, or principal)
 - One being an employer referee or a personal referee.
- **TAX FILE NUMBER** - Apply for a TFN – if you do not already have one
- **BANK ACCOUNT** - Open a bank account in your name - if you do not already have one
- **IDENTIFICATION DOCUMENTS** - Get information together to corroborate your Aboriginality.
For more information [click here](#).
- **IDENTIFICATION DOCUMENTS** - Get four Identification documents together from the below list:
 - One of either: Australian Birth Certificate or Passport
 - One of either: Driver's License or passport or proof of age care or student ID card
 - Two of either: Medicare Card, Student ID Card, Photo ID Card, Bank Card
- **IMMUNISATIONS & VACCINATIONS** - Collate your immunisation and vaccination records. You can also do this through Medicare Online via the MyGov Website

Please note that all NSW Health workers are strongly recommended to stay up to date with Covid-19 vaccinations as recommended by the Australian Technical Advisory Group on Immunisation in the Australian Immunisation Handbook. However, Covid-19 vaccination is not a condition of employment.

If you have any questions, please reach out to the SBT Team:

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