

# Position Description



**Position Title**

**Position Number**

**Program**

**Position reports to:**

[Title]

**Team**

**Ordinary location(s)**

**Classification Grade & Level**

**Recruitment contact**

Email: [recruit@starhealth.org.au](mailto:recruit@starhealth.org.au)

## Enterprise Agreement

**Full-time**

**Part-time** FTE \_\_\_\_\_ [min 0.1 max 0.9]

**Casual**

**And**

**Permanent on-going**

**Fixed Term**

**From** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **to** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Fixed Term Reason:**

Parental Leave Replacement  
Long Service Leave Replacement  
Specific Project or Purpose

## Star Health

Star Health is a provider of health and support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, affordable, joined up services with a no wrong door approach.

## Website Information:

[www.starhealth.org.au](http://www.starhealth.org.au)

**Star Health offers a comprehensive and industry leading suite of Employee Benefits.**

**See:**

<https://www.starhealth.org.au/careers/employee-benefits>

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PD:

Primary Responsibility

Other Key Responsibilities

Key Capabilities – Essential

Knowledge and skills

Qualifications [Post-Secondary/Vocational; Undergraduate or Postgraduate degree(s)]	
Essential	
Preferred	
Professional Membership(s)	

Experience [Industry sector, field of practice]	
Essential	
Preferred	

Organisational Responsibilities	
Personal qualities	
Other Licence(s)	

## Protecting babies, children and young people from child abuse and neglect is integral to the work at Star Health

### Protecting Children Policy Information

Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families, and is a core responsibility for all Star Health staff.

## Important information

- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star Health's usual hours of operation are from 8:00am to 8:00pm Monday to Friday, specific hours of work will be determined in accordance with operational requirements and contained in the Contract of Employment.
- Your Letter of Offer may state you will be based at a particular Star Health site, however it is expected that you will be required to work at different locations in the greater metropolitan area of Melbourne.
- **Offers of employment are contingent upon:**
  - A successful reference check (all positions);
  - Non-adverse Criminal Record check (all positions);
  - Fitness for Work medical examination (specific positions);
  - Holding and maintaining a valid 'Working with Children Check' (all positions).

*Star Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply. Some roles may require candidates to undertake psychometric testing prior to appointment.*

## Salary Packaging Information

Star Health currently has two types of Salary Packaging:

- General salary packaging of \$15,900 per FBT year
- Meal Entertainment/Facility leasing of \$2,650 per FBT year

*Salary Packaging is optional and may have considerable tax benefits depending upon personal circumstances.*

## Authorisation

Person who completed and authorises this Position Description

Position Title:

Program / Division:

This Position Description was reviewed on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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