



St John Ambulance Australia (NT) Inc.

## Application Kit for Qualified Paramedics



**Ambulance  
+ more**  
First Aid for all Territorians

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## Introduction

St John Ambulance Australia (NT) Inc. operates under the guidance of the St John Ambulance Board. The primary function of the Board is to provide strategic management guidelines and endorse policy decisions affecting the entire operations of the organisation. St John Ambulance Australia (NT) Inc. has five separate but closely related departments:

- ✓ Ambulance service
- ✓ Commercial Operations, Sales and Contracts
- ✓ Training and Public Education
- ✓ Volunteer First Aid Services
- ✓ Workshop facilities available to the public

The Chief Executive Officer is responsible to the Chairman of the St John Board and is accountable for the conduct and co-ordination of the St John Ambulance Australia (NT) Inc. activities throughout the whole of the Territory.

St John Ambulance Australia (NT) Inc. is an Equal Employment Opportunity Employer and encourages all applications, Aboriginal and Torres Strait Islander people and people from a range of ethnic, racial and ethno-religious backgrounds.

## Our Mission

To be the leading provider of first aid and ambulance services in the Northern Territory.

## Our Values

We live the mission by practicing these values:

### Integrity

**Acting honestly and reliably when delivering our services**

### Respect

**Treat our people with respect at all times: ourselves our colleagues, our members and all the people we support.**

### Quality

**Highest quality service delivery, training, development and clinical standards.**

### Dedication

**Actions are undertaken with commitment, enthusiasm and loyalty protecting our people, our patients and the environment.**

### Compassion

**Caring about all members of the community.**



## Emergency Call Centres

St John Ambulance Australia (NT) Inc. is contracted by the Northern Territory Government to provide a Territory wide Ambulance Service delivering pre-hospital emergency care to the sick and injured.

The area of responsibility is large although the population is small, some residents are located in very remote areas. Not all areas are accessible by road, these remote locations are serviced by Careflight in the top half of the Territory and the Royal Flying Doctor Service in Central Australia.

Our ambulance centres are located in the Darwin region, Katherine, Nhulunbuy, Tennant Creek and Alice Springs.



## Ambulance Communications

Our Emergency Call Centres are located in both Darwin and Alice Springs and provide communications for the Ambulance Service throughout the whole of the Northern Territory. Ambulance trained Emergency Medical Dispatchers (EMDs) operate around the clock.

## Selection Criteria

**Applicants must address the selection criteria below and provide substantive evidence to justify their claims against each criterion. All copies of documentation must be certified true copies. Other criteria require a written statement taking into account your abilities, experience and personal qualities relevant to the position.**

- Uphold the values and principles of St John Ambulance Australia (NT) Inc.
- Hold a current Authority to Practice with a CAA approved Emergency Ambulance Service or recognised Ambulance Service from a regulatory system.
- Demonstrated written and verbal communication skills including the ability to communicate effectively with all staff and patients with ethnic, racial-religious backgrounds.
- Demonstrated ability to work within a team environment.
- Computer literacy and demonstrated ability to learn and operate new software.
- Have a good level of medical and physical fitness to pass our pre-employment medical and functional capacity evaluation in order to meet job requirements.
- Hold or willing to obtain, an unrestricted manual light rigid driver's licence as a condition of employment.
- A current Northern Territory Working with Children Clearance (Ochre Card).
- A current National Criminal History check through the relevant State or Territory police service. This check must be no older than 3 months at date of application.
- Proof of right to work in Australia (Passport/ Visa/Birth Certificate)
- Immunisation record showing vaccine or immunity to:
  - ✓ Hepatitis A
  - ✓ Hepatitis B
  - ✓ MMR (Measles, Mumps & Rubella)
  - ✓ DTPA (Whooping Cough, Tetanus & Diphtheria)
  - ✓ Annual Influenza (optional)
  - ✓ Varicella (Chicken Pox)
  - ✓ TB Screening



## The Selection Process

The process undertaken by all applicants involves a number of assessments. This is to ensure that St John Ambulance Australia (NT) Inc. selects based on merit and employs the highest standard of Paramedics.

During the first stage your application will be assessed and compared with other candidates. Panel members will confer to compile a short list of applicants to progress to the next stage of selection. Your referees may be contacted during this stage of the selection process.

Unsuccessful applicants will be notified and successful applicants will be required to travel to Darwin for the second stage of assessments.

Stage two of the selection process includes an interview, pre-employment medical examination, functional capacity evaluation and a psychometric assessment.

- **Interview** All interviews will be in person. Interviews vary in length from 30 minutes to one hour. They are structured to enable the panel to make a fair and equal assessment of each candidate. The selection panel will take notes and mark responses with a scoring grid. Opportunities will be given to applicants to ask questions.
- **Psychometric Assessments** Each candidate will be required to complete a Values and Motives Inventory and a Personality Questionnaire which will take approximately 1 hour.

The Values and Motives and Personality Questionnaire asks questions concerning your interests, preferences and feelings about a range of topics.

- **The Medical Examination will include a pre-employment medical**
  - Full medical history based on a comprehensive questionnaire, including detailed review of work injury and rehabilitation history.
  - Full musculoskeletal examination
  - Examination for hernias
  - Epworth Questionnaire (fatigue assessment)
  - Urinalysis for diabetes or kidney/bladder disorder
  - Cardiac and respiratory examination
  - Vision assessment including colour blindness/visual perception
  - Instant drug screening
  - Audiometry (hearing test)
  - Spirometry (lung function test)

- **Functional Capacity Evaluation**

St John Ambulance Australia (NT) Inc. require candidates for employment to have a minimal functional capacity in order to be able to safely tolerate the stressors of everyday tasks. The functional capacity assessment comprises of flexibility, strength and aerobic endurance.

## Application flow chart

- ✓ Cover letter
- ✓ Resume
- ✓ Personal Details and Check List form
- ✓ Certified copies of all requested documentation (Police check, Ochre Card (Working with Children card) Drivers licence, Immunisation records, Current Authority of Practice)
- ✓ All selection criteria addressed



### Round 1

- ✓ Applicants shortlisted



Unsuccessful applicants are advised via email



Shortlisted applicants are advised via phone. Emails are sent confirming the scheduled date and time for Round 2.



### Round 2

- ✓ Interviews, psychometric assessments, pre-employment medicals and functional capacity evaluations.



Results from Round 2 assessment collated



Unsuccessful applicants are advised via email



Conduct reference checks and consider applications



Successful applicants will be advised of their commencement date and contract sent.

## Conditions of Employment

### Wages

Rates of Pay (effective 1 July 2017) for Qualified Paramedics in Darwin, Alice Springs & Katherine are as follows:

Classification	Gross Pay Annually (including 32.4% roster allowance)
Para 0 - 2	\$96,730.86
Para 2 - 3	\$98,510.15
Para 3+	\$99,894.03
Para 5+	\$101,758.04
ICP 0-2	\$109,101.12

N.B. Tennant Creek and Nhulunbuy rates differ from those given above.

### Hours of Duty

Ambulance Paramedics work on a rotating roster. The roster covers seven days a week, 24 hours a day. Rosters are provided at least four weeks in advance to ensure adequate planning time.

### Probation

A probation period of six months applies from commencement of employment.

### Annual Leave

10 weeks per annum.

### Personal / Carer's Leave

15 days per year.

### Long Service Leave

Thirteen weeks after ten consecutive years of service then six and half weeks after every subsequent five years service.

### Superannuation

St John Ambulance Australia (NT) Inc. contributes 9.5% to AustralianSuper (or nominated superfund) on behalf of employees.

### Salary Packaging

Employees may participate in salary packaging through an external provider. Salary Packaging benefits include access to:

- ✓ \$9,010 per annum towards living expenses
- ✓ \$2,550 per annum entertainment benefit
- ✓ Remote Area Housing benefits are also available to all employees (excluding the Darwin area).
- ✓ Relocation

### Health and Wellbeing

St John Ambulance Australia (NT) Inc provides assistance with gym memberships and employee assistance programs.

### Other Benefits

St John Ambulance Australia (NT) Inc. employees are eligible to receive a DEFCOM discount card, and can benefit from discounted vehicle servicing at St John workshops.

### Ambulance Cover

No cost if a St John Ambulance Australia (NT) Inc. ambulance is required for self and/ or dependent family member.

### Termination

Employment may be terminated at any time during the probationary period in accordance with the St John Ambulance Australia (Northern Territory) Inc. Ambulance Enterprise Agreement.



## Conditions of Employment

### Hours of work

During induction your hours will be Monday to Friday 8.30am to 4.30pm. When working on-road Paramedics generally work a 4 day on, 4 day off roster. The first 2 days are day shifts followed by 2 night shifts.

Employment conditions are identified in the St John Ambulance Australia (NT) Inc. Ambulance Enterprise Agreement.

### Contact us

To find out more information please contact our Recruitment Officer on (08) 8922 6200 or email [jobs@stjohnnt.asn.au](mailto:jobs@stjohnnt.asn.au).

## Qualified Paramedic Induction

New employees being employed as a Qualified Paramedic will successfully complete the following process. Complete a 6-week induction including:

- ✓ Skills Validation
- ✓ Equipment/Vehicle Orientation
- ✓ Emergency Driving
- ✓ Patient Care Scenarios

Following the induction, paramedics will spend 8 shifts as an observer and subsequently assigned to their roster.





## Qualified Paramedic

### Personal Details & Checklist Form

<b>Date</b>	
<b>Given Names</b>	<b>Family Name</b>
<b>Residential Address</b>	
<b>Postal Address</b>	
<b>Mobile No.</b>	
<b>Email Address</b>	
<b>Are you of Aboriginal or Torres Strait Islander origin?</b> <input type="checkbox"/> <b>YES Aboriginal</b> <input type="checkbox"/> <b>YES Torres Strait Islander</b> <input type="checkbox"/> <b>NO</b>	

### Checklist

<b>Your current resume including two professional referees</b>	<input type="checkbox"/>
<b>Answers to the selection criteria</b>	<input type="checkbox"/>
<b>Proof of Australia Citizenship or permanent residency (i.e. passport, birth certificate )</b>	<input type="checkbox"/>
<b>Certified copies of all requested documentation</b>	<input type="checkbox"/>
<b>Vaccination records</b>	<input type="checkbox"/>
<b>This form</b>	<input type="checkbox"/>

All documents are to be emailed to [jobs@stjohnnt.asn.au](mailto:jobs@stjohnnt.asn.au). If you require assistance with the required documentation please contact the Recruitment Officer on 08 8922 6200



For more information on this position, or anything else you might be interested to know about St John Ambulance Australia (NT) Inc., please contact the Human Resource Department on (08) 8922 6200 or by email [jobs@stjohnnt.asn.au](mailto:jobs@stjohnnt.asn.au)

**St John Ambulance Australia (NT) Inc.**